

Khulna University of Engineering & Technology
Khulna-9203

**Application form for approval of financial assistance for paper presentation in
Conference/Seminar at home and abroad**

1. a) Name of the applicant ⋮
b) Designation ⋮
c) Department ⋮
2. a) Name of the Conference/Seminar to be held ⋮
b) Place and Country ⋮
c) Duration of the Conference/Seminar ⋮
3. a) Title of the accepted paper ⋮
(Attach the Copy)
b) Name of the author (s) ⋮
4. Name and address of the inviting authority ⋮
(Attach invitation letter)
5. Detailed Information regarding paper presentation
 - a) Name and designation of the author
presenting the paper ⋮
 - b) Mode of paper presentation ⋮
 - c) Has the research been conducted in this university? ⋮
(Write in brief)
 - d) Has the mentioned paper been presented/published
anywhere? ⋮
 - e) Whether printed/CD ROM proceeding shall be
provided in seminar/conference? ⋮
6. Has the teacher been given financial assistance for
presentation of paper earlier from this university? ⋮
(Provide detailed information of last three years)
7. Statement of financial assistance and other facilities
offered by the inviting authority
 - a) Conveyance ⋮
(With breakup, if possible)
 - b) Daily Allowance /Pocket Money ⋮
 - c) Expenses for food and Lodging ⋮
 - d) Registration fees ⋮
 - e) Others (if any) ⋮

8. Statement of financial assistance received from any other source (if any) :

9. Head-wise expenditure of expected financial assistance from this university

a) Travelling Expenses :

b) DA/Perdiem :

c) Pocket Money :

d) Registration fees (if any) :

e) Others :

Total Tk. =

In word :

10. I hereby declare that the above mentioned information is true to the best of my knowledge.

Date :

Signature of the applicant

11. Head of the Department :

(for necessary comments, please strike out the inappropriate part)

(i) This research work has been conducted/not conducted in this university

(ii) I recommend/do not recommend the application

Date :

Signature with seal

FOR OFFICE USE ONLY
(for necessary information/comments)

1. Registrar :

2. Comptroller :

Director (Research & Extension)