

Khulna University of Engineering & Technology

Khulna 9203, Bangladesh

Application for the Permission to Present Technical Paper at Conference/Seminar in Home & Abroad

[To be submitted at the office of Director (R&E)]

1. a) Name of the Applicant :
b) Designation :
c) Department :
2. a) Name of the Conference :
b) Place & Country :
c) Period of the Conference :
3. a) Title of the Paper (a copy of the Full Paper to be enclosed):

b) Name of the Author (s) (the sequence same as the paper):
4. Name & Address of the Inviting Authority (invitation letter to be enclosed):
5. Name, Designation & Department of Author to Present the Paper:
6. Has the Research been Conducted in this University? (Write in brief within 25-50 words):
7. Has the Paper been Presented/Published elsewhere? Yes No
8. Do you like to Apply for Financial Assistance from this University?
(If yes, please fill-up the items from 9 to 12. Otherwise, please go to 13.) Yes No
9. Did you Attend any Conference in Bangladesh in this Fiscal Year?
(If yes, Please provide the following information) Yes No
 - a) Name of the Conference :
 - b) Place :
 - c) Amount Received/to be Received :
10. Did you Attend any Conference in a Foreign Country within the last 2 Years
in your Active Service Period from the Date of this Conference?
(If yes, Please provide the following information) Yes No
 - a) Name of the Conference :
 - b) Place & Country :
 - c) Amount Received :
11. Has/Will the Financial Assistance been/be Received from other Source to
Present this Paper? (If yes, Please provide the following information) Yes No
 - a) Source :
 - b) Amount Received/to be Received :

12. Information on Tentative Expenditure(in BDT/US\$)

- a) Registration Fees (if any) :
- b) Travel Cost (Total) :
- Food & Lodging Cost (Total) :
- c) Others (Please specify) :
- Total (in figure) Tk = _____
- In word = _____

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

Date :

Signature of the applicant with stamp

14. Decision of the Departmental Monitoring Committee:

- (i) No. & Date of the meeting:
- (ii) This research work has been conducted/not conducted in this university
- (iii) The committee recommend/do not recommend the application

Date :

Signature of the Head of the Department with stamp

FOR OFFICE USE ONLY

(for necessary information/comments/decision)

Office of the Director (R & E)	
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
Date :	_____ Signature of the Assistant Director (R & E)
	_____ Signature of the Director (R & E)
Office of the Comptroller	
<input type="checkbox"/> The statement of 9 & 10 is verified. Additional remarks (if any):	
Date :	_____ Signature of the Assistant/Deputy Comptroller
	_____ Signature of the Comptroller
Office of the Registrar	
Date :	_____ Signature of the Registrar

Note:

- (i) In Bangladesh, financial assistance will be provided for Registration Fee. In addition, based on the region, a fixed amount is to be provided to cover Travel, Food & Lodging cost as: (a) Khulna & adjacent: Tk.1000/- (b) Rajshahi, Northern & Barisal region: Tk.3,000/- (c) Dhaka region: Tk.7000/- and (d) Sylhet & Chittagong region: Tk.10,000/-. However, total financial assistance for presenting technical papers in a fiscal year will not exceed Tk.20,000.00/- (Taka Twenty Thousand).
- (ii) In Foreign countries, the financial assistance will be provided for the actual cost of Registration, Travel, Food & lodging, etc. as supported by the Vouchers/Bills, which in total will not exceed the amount of: (a) West Bengal, Assam, Tripura & adjacent areas of India: Tk.25,000/- (b) Other region of India & SAARC countries: Tk.40,000/- (c) Middle East & South East Asian countries: US\$750/- (d) Japan & Other countries: US\$1300/- (conversion rate in BDT same as the date of approval). As per rules, to apply for financial assistance, the applicant must have at least 2 years active service for the first time and also for the consecutive.