

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
Support for ITR Faculty for Visiting Institutions Abroad

Application Form

1. Name of Faculty Employee code.....
Name of Dept. /Center..... Mobile.....Email.....
2. Purpose of Visit.....
(a) Duration (with dates).....
3. Details of the Institution to be visited:
(a) Name of Institution.....
(b) Department.....
(c) QS World university ranking/subject ranking.....
4. Estimated total expenditure: Total Rs.
(i) Airfare..... (ii) Insurance.....
(iii) Visa fee (iv) Living Expenses
5. (a) Total funding available from the host institute and other sources: Rs.....
(b) Gap between estimated expenditure and the total funds available from host institute and other sources:
Rs.....
6. Offer Letter attached
7. Details of Bank Account:
Name as in Account: Account Number
- Bank's Name & Branch IFSC Code
8. I declare that the information furnished above is correct.

Date.....

Signature of Faculty

9. **Recommendation of Head of the Department/Centre:**

Date.....

Signature of Head of Dept. /Centre

For DORA Office Use:

Ref. No. _____

- i) Application received on _____
- ii) Meeting held on _____
- iii) Decision _____

Process after Financial Support is approved:

1. A faculty can apply for 100% advance of the financial support available.
2. A support letter can also be given by the DORA for the purpose of obtaining VISA.
3. The completed forms need to be submitted to the DORA office along with the following documents:
(i) The original tickets, boarding passes etc.
(ii) A statement giving particulars of amounts received from other sources (including host institute), and amount spent under various heads, e.g., Travel, Visa fees, Accommodation, etc. along with receipts.
4. After processing, the DORA office will send the forms to F&A for payment.

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

Support for IITR Faculty for Visiting Institutions Abroad

Objective:

- To promote quality research by providing opportunities to faculty members to collaborate with leading international experts.
- To enhance the visibility of IIT Roorkee at such institutions/laboratories leading to more international collaborations.

Guidelines:

1. The following conditions must be satisfied:
 - 1.1 The foreign institute/department should be in the top-500 of QS World University Rankings or in the top-200 of QS World University Rankings by subject.
 - 1.2 It is expected that the duration of stay at the foreign institute is for a few months. But in any case it should not be less than one week.
 - 1.3 It is expected that the host or any other sponsor has offered partial support to facilitate the stay/visit.
2. Recommendations of the following committee will be placed before the Director for approval:

a) Dean of Faculty Affairs	Convener
b) Dean of Resources & Alumni Affairs	Member
c) Dean SRIC	Member

Funding Available:

- The funding would be available only for meeting the gap between the total expenditure and the total funds available from other sources.
- A maximum of Rs. 2 lakhs can be availed by a faculty in a block of three years (synchronized with but in addition to PDA).

Contact:

Prof. B. R. Gurjar
Dean of Resources & Alumni Affairs (DORA)
James Thomason Building, IIT Roorkee

DORA Office Phone: 01332-28-5840; e-mail: dora.office@iitr.ac.in