

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
Travel Support to Students for International Research Internships (TSS-IRI)

Application Form

1. Name of Student Enrolment No.
Name of Program Dept./Center CGPA:
Room No..... Bhawan..... Mobile.....Email.....
Date of joining the course at IITR Area of Research
2. Internship Details:
 - (a) Project Title/Area
 - (b) Name of University and Department
 - (c) Financial Support Offered (Weekly/Monthly)
 - (d) Duration (with dates)
3. Has the applicant received any other funding from the Institute earlier? (If yes, give details)
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.....
4. Details of Bank Account:
Name as in Account: Account Number
Bank's Name & Branch IFSC Code
5. Estimated total expenditure: Total Rs.
 - (i) Air fare (ii) Insurance
 - (iii) Visa fee (iv) Living Expenses
6. Gap between Estimated expenditure and funds available from host institute & other sources: Rs.
7. I declare that the information furnished above is correct. I realize that if the information provided by me is incorrect or incomplete, it may lead to disciplinary action.

Date.....

Signature of Student

8. **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 _____

DORA

P.T.O.

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Objective:

- To encourage students to seek research internships in internationally acclaimed academic institutes/research laboratories.
- To enhance the visibility of IIT Roorkee at such institutions/laboratories leading to more international collaborations.
- To promote quality research by providing opportunities to students to work with leading experts.

Guidelines:

1. Any student who has been offered a research internship abroad with financial support is eligible.
2. Travel support for internship will be available only once during any academic program at IITR.
3. The following conditions must be satisfied:
 - 3.1. The host entity must either be a renowned research laboratory or an academic department within the top 50 QS World Subject rankings for the last two years.
 - 3.2. The internship should be of at least 6 weeks' duration.
 - 3.4. The applicant must have a minimum CGPA of 7.0
4. The funding would be available only for meeting the gap between the total expenditure and the total funds available from other sources.
5. The following committee will meet to consider all applications received and make its recommendations to the Director:

a) DORA	Convener
b) Associate Dean (International Relations)	Member
c) Dean, F&P	Member

Funding Available:

1. For internships in Africa/Asia (excluding Japan/South Korea) : Up to Rs. 50,000/-
2. For internships in rest of the world (including Japan/South Korea) : Up to Rs. 1,00,000/-

The following documents are to be attached along with the Application Form:

1. Internship Offer Letter
2. Detailed CV

Process after Financial Support is approved:

1. A student can apply for 50% advance of the financial support available.
2. A support letter can also be given by the DORA for the purpose of obtaining VISA.
3. After the journey, the claim form and TA form can be collected from the DORA office.
4. The completed forms need to be submitted to the DORA office along with the following documents:
 - (i) The original tickets, boarding passes etc.
 - (ii) Internship completion certificate.
 - (iii) 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.
5. After processing, the DORA office will send the forms to F&A for payment.

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