



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश  
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101  
West Godavari District, Andhra Pradesh, India

**Application for Collaborative Research Visit**

(Ref. No. NITANP/ORGT/2024-25/1008 dt: 01.07.2024)

Indent No. NITANP/Dept. Code/202\_-2 /

Date:

1. Name of Faculty Member: \_\_\_\_\_

2. Designation: \_\_\_\_\_ Level \_\_\_\_\_

3. Department: \_\_\_\_\_ Year of Entry into Service: \_\_\_\_\_

4. Leave applied (CL/ Sp.CL/VL): From \_\_\_\_\_ To \_\_\_\_\_

5. Calendar Year:

6. Research Visit: I / II

(If the visit is II in this calendar year please mention the details of the I visit given below)

Name of the institute/Organization	:	
Name of the research collaborative faculty	:	
Dates of visit	:	
Expenditure claimed	:	

@The faculty who have completed their probation are entitled to apply for the above.

Details of Collaborative research institute/organization		
1	Name of the Institute/Organization	:
2	Department/School/Division	:
*3	Name of the collaborative research faculty	:
4	Dates of visit	: From: To:
5	Total number of days	:
6	Alternate arrangement made for academic / administrative work during the absence from	:
#7	Cost of air travel out of India (including all taxes) (Attach estimate as Proof)	: Rs.
8	Cost of Travel within India (TA)	: Rs.
9	Accommodation Charges	: Rs.
10	DA (as admissible)	: Rs.
11	<b>Total Financial Requirement</b> (An upper cap of Rs. 25,000/- only for all two visits in a calendar year)	: Rs.

Date:

Signature of the Faculty

Note: \* - Enclose a copy of research collaboration invitation letter/email

# - For foreign visits, the faculty must take NOC and note approval from the Director, NITANP

Recommended/Not recommended

Head of the Department/Division

Assistant Registrar, SPAC



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**For office use**

1.	AD (FA)	:	Recommended / Not Recommended	
2.	Dean (R & C)	:	Recommended / Not Recommended	
3.	Dean (P & D)	:	Recommended / Not Recommended	
4.	Dean (FA) (Approval Authority up to Rs.25,000/-)	:	Approved / Not Approved	



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No.: NITANP/ORGT/2024-25/1008

Date: 01.07.2024

**NOTIFICATION**

Ref: Resolutions of the 21<sup>st</sup> meeting of Finance Committee against item FC21.3.7. and 28<sup>th</sup> meeting of the Board of Governors against item BoG28.3.1. – Reg.

Upon the approval vide reference cited above, the regular faculty members of the institute are extended Collaborative research travel grant of INR25,000/- (Rupees twenty-five thousand only) per financial year for all the regular faculty members towards initiating a greater number of academic/research collaborations.

The following guidelines need to be scrupulously followed while implementing the above:

- A maximum of two visits per faculty in a calendar year during the Winter/ Summer vacation within the total budget limit.
- This shall be allowed only to the regular faculty after completion of their probation period.
- The faculty has to get an invitation for the intended visit from the possible collaborator/ collaborating institute/ organization and the same has to be enclosed to the leave form.
- The maximum sanction of INR25,000/- includes TA/ DA/ Visa fee in a calendar year irrespective of number of visits.
- No advance shall be granted, and the amount shall be paid to the faculty on reimbursement basis only after completing the travel.
- The reimbursement shall be made to the faculty after due submission of the Report on the outcome of the visit to the Director through proper channel. The photocopy of the same shall be enclosed to the TA/ DA claim form.

The financial support extended towards the above shall be met from Internal Revenue Grants (IRG) of the Institute.

**Copy to:**

- All Deans, HoDs and all Regular Faculty Members.
- Dean, FW for sanction of approvals and maintenance of the relevant records.
- The Dean (P&D) for information and to issue necessary instructions to SPAC.
- PS to the Director for kind information to the Director.

*Dine L*  
21/7/24  
Registrar (i/c)

कुलसचिव / Registrar  
राष्ट्रीय प्रौद्योगिकी संस्थान  
National Institute of Technology  
आंध्रप्रदेश / Andhra Pradesh  
तादेपल्लिगुडम / Tadepalligudem-534101