



# भारतीय विदेश व्यापार संस्थान

(मानित विश्वविधालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

## INDIAN INSTITUTE OF FOREIGN TRADE (Deemed to be University)

B-21, Qutub Institutional Area, New Delhi – 110016

### ICCD DIVISION

#### Faculty Development Programme Application Pro-forma for Financial Support (Faculty is requested to fill all fields)

- Name of Faculty Member:
- Designation:
- Financial Support Request for (√ the one applicable)  
International Conference  National Conference/Seminar   
International Training  National Training
- Block Period **2021 to 2024**
- Financial Year 20\_\_\_\_ - 20\_\_\_\_
- Conference/Seminar/Training Title:
- Organizing Institution:
- Duration of the Conference/Seminar/Training (Date) From \_\_\_\_\_ to \_\_\_\_\_
- Venue of Conference/Seminar/Training (city) \_\_\_\_\_
- Tentative Budget: Please fill all applicable cells with the estimated expenditure amount for each head & also indicate the total amount.

|   |                         | National<br>Conference/Seminar/Training | International Conference/<br>Training |        |
|---|-------------------------|---|---------------------------------------|--------|
|   |                         | Rupees                                  | Foreign                               | Rupees |
| 1 | Registration Fee        |   |                                       |        |
| 2 | Travel Cost             |   |                                       |        |
| 3 | Accommodation           |   |                                       |        |
| 4 | Local                   |   |                                       |        |
| 5 | DA                      |   |                                       |        |
| 6 | Visa Charges            |   |                                       |        |
| 7 | Any Other (Pl. Specify) |   |                                       |        |
|   | <b>Total</b>            |   |                                       |        |



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15. Provide reasons why this particular program has been chosen over others.

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16. **Last Conference, Seminar or Training attended** (prior to this request):

a. Title of the Conference/Seminar/Training:

b. Date:

c. Title of the paper presented in case of conference:

17. In case of training programme, please indicate **the date of sending synopsis/ presentation to DG faculty** on the key points and key learnings from the training programme -

18. **Please indicate the output related to the last conference / Seminar / Training programme attended along with relevant details**

(i) Published Paper in Conference proceedings/  
Published an occasional paper

a. Title of the Paper:

- b. Name of the Publication:
- c. Date of Publication:
- d. Volume No. of the Publication:

(ii) Published an article

- a. Title of the Article:
- b. Name of the Publication:
- c. Date of Publication:
- d. Volume No of the Publication:

iii) Published a Case Study

- a. Title of the Case:
- b. Name of the Publication:
- c. Date of Publication:
- d. Volume No of the Publication:

iv) Published a Research paper in an academic Journal

- a. Title of the Research Paper:
- b. Name of the Publication:
- c. Date of Publication:
- d. Volume No of the Publication:

v) Organized an MDP

- a. Title of the MDP:
  - b. Date:
- (Attach MDP Schedule)*

vi) Introduced new course in Long term Programme

- a. Name of the Course:
  - b. Programme:
- (Attach Course Outline)*

vii) Introduced a New Module in a Course

- a. Name of the Course:
  - b. Programme:
- (Attach Course outline)*

viii) Any other

19. Please tick the relevant option:

- i. Consultant engaged in academic activity? Yes / No
- ii. Have completed three years of service? Yes / No
- iii. Have been confirmed? Yes / No
- iv. Applied First time in the block period? Yes / No
- v. Output details submitted? Yes / No

**For International Conference/Training Programme Only**

I certify that-

- i. In the block period specified, full financial assistance has previously been availed for:
- |                                     |   |   |   |
|-------------------------------------|---|---|---|
| a. International Conference         | 0 | 1 | 2 |
| b. International Training Programme | 0 | 1 | 2 |
- ii. In the block period specified, partial financial assistance has been availed for:
- |                                     |   |   |   |
|-------------------------------------|---|---|---|
| a. International Conference         | 0 | 1 | 2 |
| b. International Training Programme | 0 | 1 | 2 |

**Signature of the Applicant**

**Documents enclosed (Please tick)**

1. Conference/Seminar/Training Programme Brochure and Registration Form
2. Copy of the acceptance letter in case of Conference
3. Supporting Documents for output of previous Conference/Seminar/Training Programme as indicated in point no. 15
4. Any Other