Notice for claiming the MENTORSHIP Cost during 2014-15 for INSPIRE Scholar

All the Inspire Scholars (students of 5-Yr. Int. M.Sc. course) who are in receipt of Inspire Scholarship and intend to undergo Summer Research Programme during 2014-15 outside the Institute for availing Mentorship Cost, are directed to download the 3 Part Application Form for claiming Mentorship Cost from the Institute website <Internal Notice Board>. Please note that all the three parts (Par-I, II & III) of the Application Form need to be submitted together, duly filled in and signed by the competent authority alongwith Project Report etc. as stated therein, to Academic (UG) Section within 3 (Three) months after completion of Summer Research Programme. As such students are advised to fill the Part-I of the Form and get it signed by their Faculty Advisor & Head of the Department before going for Summer Research Programme and the rest Part-II & III to be kept with them (not to be detached) which are to be filled and signed by the appropriate persons as mentioned after completion of their summer research programme. A limited number of Forms will be issued from Academic (UG) Section upto 15th April, 2015 only to those students who could not able to download the same.

Further it is to inform to all concerned that Mentorship Cost will be granted to the eligible INSPIRE Scholars as per norms and direction of DST, New Delhi after due verification of all the above stated documents at their end.

Assistant Registrar (UGS)

Copy to:
1. Head of Department (GG/MA/PH/CY) - With the request kindly arrange to circulate among the Concerned students.
2. Warden, Hall of Residence - With the request kindly arrange to display at Hall Notice Board.
3. Chairman, HMC,
4. President, TSG -do-

Copy forwarded to: Dean (UGS) - For information please.
APPLICATION FORM FOR CLAIMING MENTORSHIP COST AND OBTAINING PERMISSION FOR SUMMER PROJECT OUTSIDE UNDER INSPIRE

- This form has three parts which need to be submitted together, duly filled in and signed by appropriate persons, to the Academic (UG) Section within 3 months after completion of the summer project:

- Part – I  No objection to be obtained from the Head of the Department for undergoing summer projects.
- Part – II  Certification by the Mentoring Institution.
- Part – III  Claim for reimbursement of mentorship cost.

PART – I

Name of the student:

Roll No. __________________________ Department __________________________

E.Mail ____________________________ Mobile No. ____________________________

Duration of visit for summer project: From ________________ to ________________
(At least 6 to 8 weeks period is needed during summer vacation)

Name of the Institution in full where the summer project will be undertaken:

________________________________________________________________________

Name, Designation, Phone No., E.mail of the contact Person at Mentor Institution:

________________________________________________________________________

Date: ________________ Signature of the student: ________________

The Department has no objection to undertake Project in the above Institution during the summer break.

Signature of the faculty Adviser Signature of the Head of the Department
PART - II

(To be filled up by the Mentoring Institution)

This to certify that Mr./Ms. ______________________________________________________________________

Roll No. __________________, Department of ________________________________________________

Of IIT, Kharagpur had successfully carried out Summer Project for ____________________________

Days (From _________________ to _________________) in this Institution.

His research project topic entitled: ____________________________________________________________

(A brief project report must be attached with this form)

An amount of Rs. _____________ has been paid by the scholar to this Institute towards consumable/contingency or any other cost for undergoing the above project (if applicable)

His/Her conduct during stay here was: Good / Very Good / Excellent / Poor
(please tick one)

Signature of the student

Signature of the Research Supervisor with seal

Address:

Phone/Mobile No.:

E.Mail
PART – III
(To be filled up by the scholar)

This is to certify that I had undergone__________ weeks Summer Project with due permission from the Department at the following Institute:

Name of the Institute with complete address: .................................................................................................................................
..................................................................................................................................................................................................

Period of Summer Internship: From ........................................ to .................................................................

Following Expenditure incurred by me for the above summer project:
Mention year, i.e. 1st year/2nd year/3rd year/4th year/5 year: ______________________________

(a) Travel : Rs.________________________

(b) Accommodation : Rs.________________________

© Contingency/ consumables etc. : Rs.________________________

(d) Others, if any : Rs.________________________

Total : Rs. ______________________________

Kindly reimburse me Rs.________________________/- (write in words: Rupees ______________________________)
..................................................................................................................................................................................................
only)

Date: ______________________________

Signature of the scholar: ______________________________

___________________________________________________________

Signature of Head of the Department

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(For Office Use only)

Checked the above claim and found in order. The claim may be admitted/not admitted.

Dealing Assistant