



Date : 02.04.2018

NOTICE

Sub : Claiming for MENTORSHIP Cost during the (Summer Research Programme) 2017-18 for the 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 2017-18 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. Last date of submission is on or before **31.10.2018**

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. Chairman, HMC, - **With the request kindly arrange to display at Hall Notice Board.**
3. Warden, Hall of Residence - -do-
4. President, TSG - -do-

Copy forwarded to : Dean (UGS) - For information please.



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

APPLICATION FORM FOR CLAIMING MENTORSHIP COST AND OBTAINING PERMISSION FOR SUMMER RESEARCH PROGRAMME 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 Research Programme.
- 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 Research Programme : 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 Research Programme 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 reimbursement me Rs...../- (write in words : Rupees
.....only)

Date :

.....
Signature of the Scholar

Signature of Head of the Department

(For Office use only)

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

Dealing Assistant