

JADAVPUR UNIVERSITY  
TEQIP PHASE-II  
NOTICE FOR FACULTY DEVELOPMENT PROGRAM

Date: 30<sup>th</sup> October., 2015

Fresh application are invited from faculty members of TEQIP-II supported departments for visits under TEQIP –II programme.

Each faculty members will be **allowed to attend one international conference/networking tour abroad in addition to one conference/networking tour within the country.**

Processing of applications and approval may take at least **2 months.** Applicants should apply accordingly.

All data related to the research activities (including publications) of the applicant **must be uploaded in JU website** before the submission of the application as confirmed in his/her Check List and Application Form.

Applicants must submit following documents (1 set) in hard copy (duly signed by the applicant and HOD of the Department) to TEQIP Cell, JU. The application set will include the following documents in order (format of each may also be downloaded):

1. Check list (duly filled)
2. Application form (duly filled)
3. All enclosures: Invitation letter, 01 quotation for air ticket (However, 03 quotations must be submitted before purchase of ticket after permission. One of these three may be available online price), documents for other claims (visa fee, registration fee etc.)
4. Declaration (duly signed).

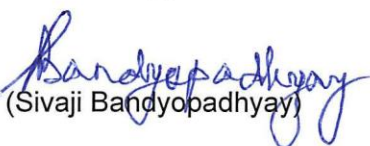
All of these must be stitched together in above order.

**In addition one filled and signed hard copy of training need analysis (format may be down loaded) needs to be submitted.**

Also a soft copy of the full application and an excel sheet (**Faculty\_Development\_TEQIP-II\_Application\_format.xls**), duly filled must be sent to **teqip.fsd@gmail.com**.

Report (both signed hard copy and soft copy by e-mail) after any visit must be submitted within three weeks from the date of return. Final financial adjustment will not be made before this. The report may include broad heads as: a) Academic highlights including new developments, b) Participant's contribution, c) Participant's academic gain, d) Benefit to the participant's department/institution.

Details of application form is available at: [http://112.133.231.225/faculties\\_dev.html](http://112.133.231.225/faculties_dev.html)

  
(Sivaji Bandyopadhyay)

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TEQIP Coordinator, JU