



**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES),
DHANBAD-826004**

APPLICATION FOR TOUR APPROVAL (STUDENT/JRF)

1.	Name, Admission Number, Course, Semester and Deptt. of the Student	
2.	Place(s) to be visited & persons to be contacted, if so finalized	
3.	Proposed date & time of starting from the headquarter	
4.	Proposed date & time of return to the headquarter	
5.	Nature & Particulars of work (Title of the Paper and list of authors in case of 'presenting' paper in Conference) (One paper will be presented by only one student author)	
6.	Mode of transport (not the cost estimate)	
7.	Budget-head from which expenditure to be met (not the cost estimate)	
8.	Date(s) & time of absence from tour program for personal purpose & type of leave, if any, planned to be availed while on tour.	
9.	Any other relevant information	
10.	Place: IIT (ISM), Dhanbad Date :	Signature:
11.	Forwarded by Guide: Signature of the Guide : Name, Designation, Deptt:	
12.	Recommended by HOD/HOC: Signature of the HOD/HOC: Name, Designation, Deptt:	
13.	Approval of the Associate Dean (Acad) :	

(Form revised on 04.08.2017)

(No separate covering letter is required)