



UNIVERSITY OF
CAMBRIDGE

Chemical Engineering and
Biotechnology

Cara Bootman
HR Administrator

To Whom it May Concern

21st May 2018

Dear Sir/Madam,

Re: **Dr Monika Sogani - DOB: 19/06/1981**

I am writing to confirm that **Dr Monika Sogani** is a Visiting Research Associate in the Department of Chemical Engineering and Biotechnology. She first visited the Department between 16th January 2017 - 15th January 2018 and her current visit started on 19th March 2018 will end on 18th March 2019.

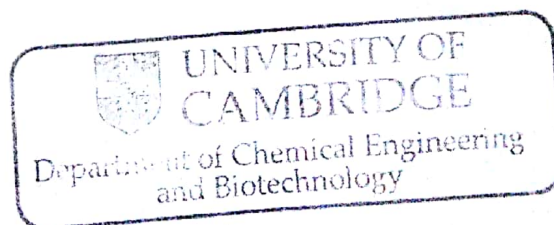
Her address in Cambridge is:
46 Oxford Road
Cambridge
CB4 3PW

Her address in India is:
242 Mahaveer Nagar 1
Tonk Road, Durgapura
Jaipur - 302018
India

Please feel free to contact me if you require any further information.

Yours sincerely


Cara Bootman
HR Administrator



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Ref: EF/2017-18/IL02-07

Date: 10 / 03 /2018

Dr. Monika Sogani
Associate Professor
Civil Engineering (SCCE)
Manipal University Jaipur

Subject: Your Proposal for Enhanced financial support for visit (India/Abroad) through Endowment Fund 2017-18

Dear Dr. Monika,

Congratulations!

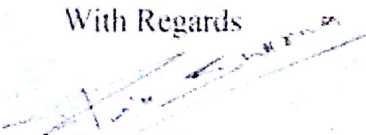
We are Pleased to inform you, that your proposal for enhanced financial support for international visit to University of Cambridge, UK through Endowment Fund 2017-18 for minimum 2 weeks has been approved. Accordingly, a sum of Rs. 1 Lac has been sanctioned for the visit. You will be required to proceed only after due sanction of your leave.

Further this approval is subject to the following conditions:

1. The allocation is valid for the academic year 2017-18.
2. The usual MUJ Finance Rules shall be applicable.
3. International travel policy will be applicable for all international visits sanctioned through Endowment Fund 2017-18.
4. You can top up this amount with PDA in case you are participating/presenting the research paper in a conference/workshop. Please apply separately for PDA and leaves.
5. You will be required to share your experience in the form of a Summary Report and presentation on return from the visit. The report will be submitted to the Endowment Fund Committee within two weeks of return.
6. You are expected to explore the possibility of collaborative program or MOUs with the visited University/Institution.

It has the approval of competent authority.

With Regards


(for EFC)
Member Secretary
Endowment Fund Committee

Copy by email to: Pro-President, Dean R&I, Dean FoE, Registrar, CFO, Head HR, Director SCCE, HOD, Members EFC, PS to President.