

**APPLICATION FOR ATTENDING CONFERENCE/SEMINAR/WORKSHOP  
IN INDIA**

1. Name of Faculty Member
2. Designation
3. Name of the Conference/Seminar/Workshop
4. Dates of the Conference/Seminar/Workshop
5. Place of the Conference/Seminar/Workshop
6. Whether the applicant is a member of the Association, which is holding Conference? If yes, Membership number.
7. Purpose of attending the Conference (e.g. presenting paper/chairing session/taking part in workshop attach invitation/brochure).
8. Seminars/Workshops/Conferences attended in the present calendar year up till now.
9. Request for Additional Leave (if required)
10. Position regarding estimates and financing of the charges i.e. whether the applicant himself will bear these charges or would request for assistance from the Institute as per rules.
11. No. of Faculty members remaining in the Deptt. during the above period.
12. Any other relevant information, which the applicant may like to furnish.
13. Enclose, details of the last Conference attended alongwith your comments regarding scientific deliberations and what has been gained by you by attending the Conference.

| <u>Items of Expenses</u>                  | <u>Approx. Expenses (Rs.)</u> |
|---|-------------------------------|
| (a) Registration Fees                     |                               |
| (b) Travelling Expenses                   |                               |
| (c) Accommodation Charges                 |                               |
| (d) Any other Fees or Expenses (specify): |                               |

**DECLARATION**

Certified that above information given by me is correct to the best of my knowledge & belief.

Place:

Date:

**Recommendations of HOD**

**Signature and stamp of HOD**

Direct

**Signature of the Faculty  
Designation with stamp**

