

APPLICATION FOR PARTICIPATION IN NATIONAL / INTERNATIONAL SEMINARS / CONFERENCES / WORKSHOPS / SYMPOSIA / COURSES

(All items must be filled clearly. Please type and print)

(To be submitted at least three weeks before the date of the Event)

1	Academic year (Specify):		2	Date of Application :	
3	Name of the Applicant (Full & Capital)				
4	Employee Code		5	Department:	Designation:
6	Name (Full) of the Seminar / Course / Conference / Workshop / National / International				
7	Place of the Conference		8	Duration of the Conference (dates)	
9	Organized By (Full details)				
10	Attending as (Author / Invited Speaker / Participant / Session Chair / other) Please cross out /specify.		10 (a)	Registration Charges	
10 (b)			10 (b)	Total Travel expenses (Forward & Return journeys)	
10 (c)	Miscellaneous Charges	-	11	Total Expenses	
12	Title of the Paper (Full) with names of all authors (Copy of the paper to be enclosed)	Title :			
		All Authors:			
13	Details of the Acceptance letter (copy to be enclosed)		14	Full details of the Call for papers / conference & Registration Charges (copy to be enclosed)	
15	No. of Days (with dates) of duty leave already availed in the Current Academic Year		16	Period of leave required (with dates) from the University for this conference #	
17	Details of arrangements of duties during absence (Attach extra sheet, if required)		18	Amount of the Financial Assistance availed during the (i) current and (ii) previous Academic Sessions (Details to be provided overleaf)	
19	Details of the Application requesting financial assistance from AICTE, DST, MHRD etc... (Essential. Pl. attach copies)		20	Details of Seminar on the last conference delivered in the deptt. (Date, number of attendees, topic etc.)	

(Duty leave during the period of examination should preferably be avoided)

21 Comments of the HOD with name, signature & date:

Full Signature of the Applicant with Date
Contact No.

22 Recommendation of the Dean with signature & date:

23 Approval of the VC:

24 Copy to Registrar for record

Details of the Financial Assistance availed during the (i) current and (ii) previous Academic Sessions
Please give information for all the Authors of the paper for which permission is being requested)

25	Conference, etc. No.1 Current Academic year. (Specify) :			
a)	Name (Full) of the Conference / Seminar / Workshop / Course			
b)	Place	c)	Date	
d)	National/International	e)	Attended As	
f)	Name of the Paper (full) with Authors			
g)	Name of the author who received the grant:			
h)	Registration Charges	i)	Total amount:	
j)	Amount reimbursed (with details) from JIIT	k)	Amount reimbursed from other agencies (give details)	
l)	Details of seminar delivered in the Institute (give details; date, number of attendees, topic etc.			
26	Conference, etc. No.2 Current/Previous Academic year. (Specify)			
a)	Name of the Conferences / Seminar / Workshop / Course (Full)			
b)	Place	c)	Date	
d)	National/International	e)	Attended As	
f)	Name of the Paper (Full) with Authors			
g)	Name of the author who received the grant:			
h)	Registration Charges	i)	Total amount	
j)	Amount reimbursed (with details) from JIIT	k)	Amount reimbursed from other agencies (give details)	
l)	Details of seminar delivered in the Institute (give details; date, number of attendees, topic etc.			
27	Conference, etc. No.3 Previous Academic year. (Specify) :			
a)	Name (Full) of the Conferences / Seminar / Workshop / Course			
b)	Place	c)	Date	
d)	National / International	e)	Attended As	
f)	Name of the Paper (full) with Authors			
g)	Name of the author who received the grant:			
h)	Registration Charges	i)	Total amount	
j)	Amount reimbursed (with details) from JIIT	k)	Amount reimbursed from other agencies (give details)	
l)	Details of seminar delivered in the Institute (give details; date, number of attendees, topic etc.			

Full Signature of the Applicant with Date
Contact No.