

Attending an event : Conference / Seminar / Workshop/ SDP etc.

A.	Application		
1	Name		
2	Department		
3	Designation		
4	Type of event		
5	Title		
6	Dates	From :	To :
7	Institute, Place		
8	Nature of participation		
9	Details of paper, if presenting		
10	Why I want to attend?		
11	Sponsorship requested	Permission to attend the event	
	OOD Leave ?	<input type="checkbox"/> Yes, From To :	<input type="checkbox"/> No, (using)
	Registration fee?	<input type="checkbox"/> Yes, Rs. <input type="checkbox"/> Includes hospitality	<input type="checkbox"/> No
	Travel, Halt support?	Yes : <input type="checkbox"/> TA, <input type="checkbox"/> DA	<input type="checkbox"/> No, (organisers pay)
12a	Recent event attended-1		
	Venue, Dates		
	Sponsorship availed	<input type="checkbox"/> OOD Leave, <input type="checkbox"/> Registration fee, <input type="checkbox"/> TA <input type="checkbox"/> DA	
b	Recent event attended-2		
	Venue, Dates		
	Sponsorship availed	<input type="checkbox"/> OOD Leave, <input type="checkbox"/> Registration fee, <input type="checkbox"/> TA <input type="checkbox"/> DA	
13	Any other information		
	Date:	Signature :	
B.	HOD Recommendation	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended <input type="checkbox"/>	
	Remarks		
	Date:	Signature	
C	Approval by Principal:	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/>	
	Sponsorship granted	<input type="checkbox"/> OODL from to <input type="checkbox"/> Regi.fee Rs. ,	<input type="checkbox"/> TA <input type="checkbox"/> DA
	Remarks		
	Date:	Signature	