

Application for Approval through CPDA

Submitted :

1. Name of Faculty Member : _____

2. Designation: _____ Department: _____

3. Leave applied (C.L./ Sp.C.L.) : From _____ To _____ / On _____

A)	National / International Conference :	
	(Please fill up Annexure - 1)	
A.1)	Conference Organizers (Enclose documents) :	
A.2)	Title of Paper (Enclose paper, Acceptance letter)	
A.3)	Venue of the Conference :	
A.4)	Date of the Conference :	
A.5)	Proposal to Visit any other nearby University/ Research Laboratory :	
A.6)	Seminar date in the Department :	
A.7)	Registration Fees :	Rs.
B)	Any Other Purpose :	
B.1)	Purpose	
B.2)	Justification (enclosed documents, if any)	
B.3)	Duration	
4.	Cost of air travel out of India (Including all taxes) (Attach Certificate from Air India) :	Rs.
5.	Cost of travel within India :	Rs.
6.	Accommodation / Hotel Charges :	Rs.
7.	Any other information / claim (attach documents) :	
8.	Total Financial Requirement excluding DA :	Rs.

Date :

Signature of the Faculty / Staff

For Office Use			Signature
1.	Remarks by HoD	:	
2.	Comments by Dean (R&C)	:	
3.	Comments by Dean (FW)	:	
4.	Comments by Dean (P&D)	:	
5.	Recommendation by the Director	:	Recommended / Not Recommended
6.	Permission by the Chairman (In case of International Travel)	:	Approved / Not Approved / Discuss
7.	To AR Establishment	:	To issue Office Order if Approved by the Director / Chairman

Annexure-1

1.	List of a previous International Conferences attended / papers presented [Brief description with dates, nature of leave, financial source & amount (while in VNIT)] :				
		Title	Venue	Date	Grant Name
	1				
	2				
	3				
	4				
2.	Is this paper a part of own research / supervised research				
3.	State whether first / second / Author				
4.	Alternate arrangements made for academic / administrative work during the absence from VNIT				
5.	Nature of Leave Requested for extended stay, if any (CL/SPCL/EL/Vacation)				
6.	Balance Leave Details (Balance EL will be filled by Estt. Section)			CL	SCL
7.	If period of absence is more than two weeks Arrangement for R&D Projects / Administrative Responsibilities				
8.	Concurrence of the person who will shoulder the responsibility during absence of the Faculty Member				

Date :

Signature of the Faculty / Staff