

**VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR**  
**Application for Paper Presentation at International Conferences Abroad**

Submitted :

PART - A

1.	Name of Faculty Member Designation & Department	:	
2.	Title of Paper (Please attach full paper)	:	
3.	Full Name of the Conference	:	
4.	Conference Organizers	:	
5.	Venue of the Conference	:	
6.	Date of the Conference	:	
7.	Proposal to Visit any other nearby University / Research Laboratory for Training. If Yes, enclose relevant documents.	:	
8.	Seminar date in the Department	:	
9.	Leave applied (C.L./Sp.C.L.)	from	/ / to / /
10.	Acceptance letter No. (Copy to be attached)	:	
11.	Registration Fees	:	Rs.
12.	Cost of air travel out of India (Including all taxes) (Certificate from Air India to be attached)	:	Rs.
13.	Cost of travel within India	:	Rs.
14.	Visa Fees	:	Rs.
15.	Insurance	:	Rs.
16.	Accommodation / Hotel Charges	:	Rs.
17.	No. of Days for which DA is requested (conf. days + 2)	:	
18.	<b>Total Financial Requirement excluding DA</b>	:	Rs.
19.	Total Permissible financial sanction	:	<b>Rs. 200000/- lakh</b>
20.	Proposed Grant	:	

**Enclosures:**

- Acceptance letter
- Copy of Full Paper
- Certificate from Air India.
- Copy of Announcement of the Conference
- Acceptance Letter for Training to nearby University /  
Research Laboratory

Signature of the Faculty / Staff

Date :

*Fill up the PART B on Next Page .....*

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	:	Approved / Not Approved / Discuss
7.	To OSD Establishment	:	To issue Office Order if Approved by the Director & Chairman

**PART – B**

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	Special CL
				Earned Leaves
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 :			

**Signature of the Faculty / Staff**  
**Date :**