National (India)

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

Application for Paper Presentation at National Conferences

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.	Leave applied (C.L./Sp.C.L.)	from / / to / /
9.	Acceptance letter No. (Copy to be attached) :	
10.	Registration Fees :	Rs.
11.	Cost of air travel in India (Including all taxes) :	Rs.
12.	Accommodation / Hotel Charges :	Rs.
13.	**Total Financial Requirement** :	Rs.
14.	Proposed Grant :	

Enclosures:

1. Acceptance letter
2. Copy of Full Paper
3. Certificate from Air India.
4. Copy of Announcement of the Conference
5. 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	

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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 :