

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR
Sub: Application for Paper Presentation at Conferences / Workshop in India
(For Staff in Non-Teaching Cadre)

PART - A

| | | |
|-----|---|---------------------|
| 1. | Name of the Staff / Designation / Department / Laboratory : | |
| 2. | Title of the Paper (Please attach abstract/full length paper) : | |
| 3. | Name (Full) & Venue of the Conference/Workshop : Date of Special Casual Leave : | From _____ To _____ |
| 4. | Conference/Workshop Organizers : | |
| 5. | Acceptance letter No. (Copy to be attached) & Dates of Conference/Workshop : | |
| 6. | Conference/Workshop Fees(Copy to be attached) : | |
| 7. | Approximate TA/DA (Accounts Section may be contacted). In case, travel by private airlines or Journey in Higher mode of transport than admissible is required, justification may be attached separately. | |
| 8. | Total approximate expenditure : | |
| 9. | Proposed Grant : | |
| 10. | Balance Available : | |

Enclosures:

1. Acceptance letter
2. Conference Announcement
3. Abstract and or full length paper.

Signature of the Staff:**Date :***Fill up the PART B on Next Page*

| | | For Office Use | Signature |
|----|--|----------------|--|
| 1. | Remarks by HoD | : | |
| 2. | Remarks by Registrar | : | |
| 3. | Comments by Dean (R&C) | : | |
| 4. | Recommendations by Dean (P&F) | : | |
| 5. | Approval by Director | : | Approved / Not Approved / Discuss |
| 6. | To OSD Establishment/D.R.(Accounts)/Staff | : | To update the data for annual report and settlement of tour TA advance. O.S.D.(Estt.) - to send original copy to Staff and one Xerox copy to D.R. (Accounts). |

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

PART – B

| | | | | |
|----|---|-------|------|------------|
| 1. | List of a Conferences/Workshops attended/papers presented during last 3 years (while in VNIT) and the grant utilized: | | | |
| | 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. | Whether presentation given in Department/ or proposed date of presentation in Department : | | | |
| 5. | Alternate arrangements made for academic/administrative work during the absence from VNIT : | | | |

Signature of the Staff:
Date: