

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

Application for Approval through CPDA

Submitted :

1. Name of Faculty Member : _____

2. Designation: _____ AGP _____ Department: _____ Year of Entry: _____

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)	Whether proceedings will be published under Web of Science / Scopus :	
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 :	
B.4)	Alternate arrangements made for academic / administrative work during the absence from VNIT :	
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	EL
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					
9.	Please give the justification of your visit abroad for the specified period (on attached separate page).					

Date :

Signature of the Faculty / Staff