

PERMISSION FOR ATTENDING CONFERENCES, WORKSHOPS, SYMPOSIUM, FIELD WORK

(To be submitted 15 working days prior to the commencement of Journey)
 (Important note: please take back to back print out of this form)

1. Applicant's details	
Name of the Scholar	
Roll Number	
Programme	
Source of Fellowship	
Department	
Date of Registration	
Mobile no & Email ID:	
Name of the thesis supervisor/Co-Supervisor	
2. Purpose of visit (FieldTrip/Conference/Workshop/Research Collaboration) <i>(invitation letter should be attached)</i>	
Name of the event (If any)	
Name of the Organizer(s)	
Venue & Country	
Start and End date of the visit <i>(should be mentioned in the invitation letter)</i>	
Broad Area of the event	
State reasons for visit <i>(Please attach separate sheet)</i>	

Copy of Invitation from Organisers	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of Paper Acceptance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of Abstract selected for presentation	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. International Conference/National Conference/Workshop/Field Trip (If applicable)	
(a) Presenting paper (Oral/Poster)	
Title of the paper	
No. of papers to be presented	
Name of the presenting author	
(b) Other Details (Please specify)	
Proposed date of leaving for the event	
Likely date of return	
4. Accepted abstract/paper attached	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Documents needed from the institute	<input type="checkbox"/> NoC for applying VISA <input type="checkbox"/> Financial Support Letter <input type="checkbox"/> Any other document (Please Specify) _____
6. Advance required (Please note that advance will be provided in the name of the supervisor)	<input type="checkbox"/> Yes (If yes, Amount in Rs. _____) <input type="checkbox"/> No
7. (a) Permission is requested to attend the event _____	
(b) Request for Financial Support of Rs. _____ (For regular PhD students from Contingency.)	

Date:

Signature of Student

Official	Recommendation	Signature
Supervisor (s)/Co-supervisor		
Convenor UG/PG Program		
Head, Department of _____		

Approval may be accorded as per followings;

1.	Permission to attend the Conference _____	
2.	Permission for Financial Assistance	Rs.
3.	Permission for Financial Assistance in advance	Rs.

Dealing Assistant/JS
(Academic Affairs)

AR/DR
(Academic Affairs)

Approved / Not Approved

Associate Dean / Dean (Academic Affairs) / Director

Check List for Travel Grant

1. Completed application form.
2. A copy of letter from other national or international agencies conveying partial support for travel, and other expenses, if any.
3. A copy of letter of acceptance from the organizer for presenting a paper.
4. A copy of abstract of the paper to be presented by the applicant at the event.
5. Detailed announcement and technical program of the event (Please attach photocopy of the announcement and indicate web site address).
6. Reasons for attending the National conference/international Conference/Field Trips etc.
7. Please attach a brief (max: 500 words) summary of the research project being undertaken.