

**APPLICATION FORMAT FOR REGISTRATION FEE & TRAVELLING ALLOWANCE FOR ATTENDING THE CONFERENCE/WORKSHOP/SHORT TERM TRAINING/COURSE BY PG STUDENTS****Department:**

The undersigned wishes to Data Collection / attend the Conference/Workshop/Short Term Training/Course and the details are as follows:-

S. No.	Points	Remarks (Please tick/ comment)																																
Application for (Please tick <input checked="" type="checkbox"/>) Conference/Workshop/Short Term Training /Course/ Data Collection (Please tick <input checked="" type="checkbox"/>)																																		
1	Name of Candidate																																	
2	Scholar No. & Branch Name																																	
3	Mobile Number																																	
4	Name of Conference/Workshop/Short Term Training/Course /city for Data Collection																																	
5	Date of Admission (Academic Year July to June)																																	
6	Conference/Workshop/Short Term Training/Course Organized by																																	
7	Conference/Workshop/Short Term Training/Course Conducted/Data Collection at (City)																																	
8	Mode of Conference/Workshop/Short Term Training/Course	Online/ Offline																																
9	Previously Total Granted Academic leave in PG Duration	Total No. of Days																																
10	Date of Data Collection Conference/Workshop/Short Term Training/Course	Total Days from to																																
11	Total Period of Academic Leave (If Required) working days	Total Days from to																																
12	Permission for Headquarter Leave (If Required) Including Travel	Total Days from to																																
13	Paper Title																																	
14	Registration Fee																																	
15	Conference/Workshop/Short Term Training/Course approved by CPDA committee of the Institute	Yes/ No (If yes, please attached the marked list)																																
16	Conference/Workshop conducted at IITs, IIMs, IISc & Conferences whose papers are published in SCOPUS Journals/Web of Science/SCI/SCIE	Please Specify & enclose the relevant documents																																
17	If the Students are availing financial support from Sponsored research/ Consultancy projects of his /her supervisor (s). The Recommendation of supervisor shall include the Information about his research and consultancy project and clearly mention the type of funding.	Yes/ No (If yes please specify the project and attach the recommendation of the supervisor)																																
18	If the Students is availing Institute funding, it would be maximum of 10,000/- per Student / per Academic year. (Academic Year July to June). Students will get Registration Fee, Travelling Allowance (TA) travel by train up to third AC to travel in India & DA (As per Institute Norms).	Yes/ No																																
19	If the Students has availed Institute funding earlier in this Academic Year July to June / January to December (If yes, Please specify) Yes/No	<table border="1"> <thead> <tr> <th colspan="2">Previous Reimbursed Amount in Rs. & Date</th> <th>Balance Amount</th> <th>Proposed Amount in Rs.</th> </tr> <tr> <th>Amount</th> <th>Date</th> <th></th> <th></th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Previous Reimbursed Amount in Rs. & Date		Balance Amount	Proposed Amount in Rs.	Amount	Date																										
Previous Reimbursed Amount in Rs. & Date		Balance Amount	Proposed Amount in Rs.																															
Amount	Date																																	
20	Attach the copy of Conference/Workshop/Short Term Training/Course Brochure	Numbers of Pages																																
Undertaking :- I Declare that the above information is given by me is true. <div style="text-align: right;">Name & Signature of the student</div>																																		

Name & Signature of the student

Recommendation: Recommended/ Not Recommended

.....

Name & Signature of Supervisor

Signature of
DPPC Coordinator

Signature & Seal of HoD

To,

AR (Academics)