

Performa for application to attend Conference/ Workshop/Visits to Abroad by Faculty

1. Name, Designation, School _____
2. Name and dates of Conference / Workshop / Visits _____
3. Place(s) of Conference/Visits _____
4. Details of Conference/ Workshop brochure/ Notification invitation letter Indicating Attached/ Not Attached therein the Registration fee
5. Whether contributing Paper. If yes, then enclose paper. Yes / No Attached / Not Attached
6. Detail of Expenses, in INR
Mandi to Delhi/CDG and back = _____
International travel = _____
Accommodation expenses= _____
Registration fee = _____
VISA fee = _____
DA = _____
Any other expenditure= _____
Total = _____
7. Source(s) of Funding _____
Give project number, if from Project. _____
8. Date of proceeding/return from/to IIT Mandi _____
9. Type of leave required (VL /EL/SCL/DL/Project Leave etc.) _____
10. Alternate teaching arrangement. Course Name/No.: _____
Willingness of teacher & his/her Signature Name: _____ Sig.: _____
11. Any other relevant information _____

I hereby give undertaking to give Seminar/Talk on the visit/ participation with intimation to the Dean (Faculty) within one month of return, if source of funding is from the Inst.

Signature of the applicant and date

Recommendation: _____

Signature of Chairperson and date

Dean (Faculty)

Director

For School Office ONLY:

Available: CL SCL Proj. L

Available Funding in School Research Grant:
(If this source of funding/leave is mentioned by applicant)

Sig.:

For SRIC Office ONLY:

Available Funding in Project relevant head and within the purposes of the grant:
(If this source of funding is mentioned by applicant)

Sig.:

For Finance Office ONLY:

Available Funding in PDA:
(If this source of funding is mentioned by applicant)

Sig.:

For AR ADMIN Office ONLY:

Available: VL/EL

Details of previous abroad visits in current academic semester:

Venue:

Dates:

Funding Source:

Venue:

Dates:

Funding Source:

Venue:

Dates:

Funding Source:

Venue:

Dates:

Funding Source:

Sig.: