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| **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 therein the Registration fee |  |
|  | Attached/ Not Attached |
| 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. Willingness of teacher & his/her Signature | Course Name/No.:  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 |

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| **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.:** |