1. **Application for Event Participation**

(**To be submitted at least One week prior to the Event Date**)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **Academic year** | | |  | | | | | | | | | | | |
| 2 | **Name of the Employee** | | |  | | | | | | | | | | | |
| 3 | **Employee ID** | | |  | | | | | | | | | | | |
| 4 | **Designation** | | |  | | | | | | | | | | | |
| 5 | **Department** | | |  | | | | | | | | | | | |
| 6 | **Type of Event** | | | | | | | | | | | | | | |
|  | Conference | |  | PDP/ FDP | | | | |  | | | | Workshops | |
|  | STTP | |  | Symposia | | | | |  | | | | Seminar | |
| Other ( specify if any) | | | | | | | | | | | | | | |
| 7 | **Mode of Event** | | |  | Online | | | | | |  | | | Offline | |
| 8 | **Name of the Event** | | |  | | | | | | | | | | | |
| 9 | **Title** | | |  | | | | | | | | | | | |
| 10 | **Place of the Even**t | | |  | | | | | | | | | | | |
| 11 | **Duration** | | | From | | |  | | | | | | | To |  |
| 12 | **Organizer Information**  **(Full Details)** | | |  | | | | | | | | | | | |
| 13 | **Role During Attendance** | | | | | | | | | | | | | | |
|  | | Author |  | Participant | | | | | | |  | | Invited Speaker | |
|  | Other (specify if any) | | | | | | | | | | | | | | |
| 14 | **Expense Summary** | | | | | | | | | | | | | | |
| Registration Fees | | | Rs. | | | | | | | | | | | |
| Overall Travel Expenses | | | Rs. | | | | | | | | | | | |
| Miscellaneous Expenses | | | Rs. | | | | | | | | | | | |
| Total Expenditures | | | Rs. | | | | | | | | | | | |
| 15 | **Amount of the Financial**  **Assistance availed during\*\*** | | | Current Academic Year | | | | Rs. | | | | | | | |
| Previous Academic Year | | | | Rs. | | | | | | | |
| 16 | **Financial assistance from Sponsoring agencies (If any)** | | | AICTE / DST / MHRD / Any other | | | | | | | | | | | |
| 17 | **Enclosures** | | | | | | | | | | | | | | |
|  | | Brochure |  | | Schedule | | |  | | | | Acceptance Letter | | |
|  | | Conference Paper |  | | Other(if any) | | | | | | | | | |

\*\*If not applicable, mention “NA” in that field

**Signature of the Participant Signature of the HoD Signature of the Principal**

**Annexure**

1. **Document Submission Report**

**(To be submitted within one week following the Event date)**

|  |  |  |
| --- | --- | --- |
| 1 | Academic year |  |
| 2 | Name of the Employee |  |
| 3 | Employee ID |  |
| 4 | Designation |  |
| 5 | Department |  |
| 6 | Event Details |  |
| 7 | Enclosures: Participation Report and Certificate | |
| 8 | Feedback |  |
| 9 | Remarks(if any) |  |

**Signature of the Participant Signature of the Vice Pr̥incipal Academics**