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**