राष्ट्रीय प्रौद्योगिकी संस्थान वारंगल

NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL

An Institute of National Importance

FORM – ES / 03 **APPLICATION FOR PROFESSIONAL / FACULTY DEVELOPMENT PROG.**

No. – NITW/..... Date – ..... /..... /20.....

Name – Dr./Mr./Ms. Emp. Code–

Department Code – Designation – AGP/GP – ₹

☐ Conference / Symposium/Work-shop ☐ Short-term Course / Training Program

☐ Inside INDIA ☐ FOREIGN Country -

1. Name of the Programme -
2. Name of Organizing Body -
3. Venue (City & Country) -
4. In what capacity will you be attending? -
5. If presenting a Paper, nature of presentation - ☐ ORAL / ☐ POSTER / ☐
   Title of the Paper -
   Name of Co-authors, if any -
6. Intend to visit any other Organization en-route / same venue as above - ☐ YES / ☐ NO
   (Note – Additional fund to be met from FDF / Sponsored Project / External Agency only)
   Details, If YES -
7. Duration of the main Program - From - To -
8. Duration of visiting other organization - From - To -
9. Personal leave, if any (prefix/suffix) - From - To -
   (For information only, appropriate Leave Application to be submitted separately)
10. Period of absence including journey - From - To -
11. Travel for Visa Required - ☐ NO / ☐ YES (If Yes, Place* -)
    (Note – Maximum 2 days for Kolkata and 3 days for other places is permissible including journey time)
12. Programs attended in India during the current financial year:

Month/Year	Name of the Programme	Venue	Expenditure	
			Sources	Total Amount

13. Overseas programs attended during past 3 financial years including the current financial year:
    [Mandatorily required to be filled for overseas program requests]

Month/Year	Name of the Programme	Venue	Expenditure	
			Sources	Total Amount

14. Supporting Documents enclosed (please tick as applicable):
    ☐ - Program Brochure ☐ - Letter of acceptance & Abstract of paper
    ☐ - List of publications and sponsored R & D projects handled during past 3 years
    ☐ - Any other document -

(Please print page – 2 on the back side of page – 1 in the same sheet)

15. Estimated Expenditure in INR (₹): (please make appropriate conversion wherever required)

Particulars of Expenditure	Visa Related	Main Program	Other Visit*
Processing Fee / Registration Fee			N/A
2-way return fare (India plus international)			N/A
Daily Allowance and/or Per Diem (abroad)			
Any other expenses -			
TOTAL Estimated Expenditure in INR (₹)			

(* No support from Institute / PDA for making the other visits; to be met from FDF / Sponsored Project / External Agency)

16. Source(s) of Funds (please tick as applicable):

☐ PDA (Institute) ☐ FDF (SRICCE) ☐ Sponsored Project ( )
☐ Institute Fund ☐ Any Other -

17. Advance requested: - ☐ NO / ☐ YES (If Yes, amount - ₹)

18. Justification (if any) for - (A) registration fee in excess of Rs. 5000/- in India and Rs. 40000/- overseas, (B) over stay (beyond program period + one day on both sides), (C) excess fare over the minimum, (D) for missing classes, or (E) any other matter –

19. **Declaration** - I will adjust the advance drawn, if any, within 15 days from the date of completion of the Program. I will present a seminar in the Department and also put my publication/paper on the Institute's Open Access Archive before submitting the TA bill.

……
Signature of the Employee

20. Recommendation of HOD/HOC

(a) Importance to Department: ……
(b) Other faculty members who are likely to attend the event: ……
(c) No. of class-days to be lost and mode of compensation: ……
(d) Recommended / Not Recommended (with reason): ……

To – Administration

……
HOD / HOC

FOR OFFICIAL USE ONLY

☐ Conference / Workshop ☐ Short-term Course / Training ☐ India ☐ Abroad

Sources of Fund ☐ PDA ☐ Institute Fund ☐ FDF ☐ Project ☐ Other ……..

Information provided under items 12 – 17 verified. Corrections/Suggestions entered against respective entries. Advance recommended – ₹ …… and submitted for kind perusal.

…… ……. …… …….
Verified by DA **Office Superintendent** **AR(Admin.)** **DR (Admin.)**

☐ Recommended to Director.
☐ Approved as above.

……
Dean (FW)

☐ Training overseas; recommended to Chairman, BoG.
☐ Approved as recommended.

……
DIRECTOR