

**APPLICATION FOR REQUESTING PRIOR PERMISSION TO ATTEND THE CONFERENCE**

Date:

1. Name of the Faculty (Phone & Mail address):
2. Designation :
3. Department :
4. Institution :
5. Date & No. of days of conference :

(Proof to be attached)

1. Place &Details of conference:

(National/International/State or other) :

(Proof to be attached)

1. Expenditure to be involved:

(Delegation fee/Travelling expenses) :

Signature of the Faculty

**Encl:**

 1) Brochure

2) Usefulness Certificate from HOD/Principal

3) Abstract-Acceptance

4) Invitation of Guest Lecture/Resource Person

5) Details of tickets booked

6) Acknowledgement of SBV

7) Abstract of Presentation

Heads of Department Dean/Principal VP(R,I &D)