



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
**Indian Institute of Information Technology,
Design and Manufacturing, Kancheepuram**

Dean (SR,IC&CE) Office

Approval for Faculty (P.Is) to participate / present research papers at International/National Conferences/Workshop from Sponsored Projects

A. Details of the P.I

1. Name :
2. Designation :
3. Department :
4. Sponsored Project No. /Agency :

B. Details of the International/ National Conferences/Workshop, held in India etc

1. Title :
2. Organized by :
3. Duration :
4. Venue :

C. Details of the Paper

- (a) Whether accepted for Oral / Poster presentation? :
- (b) Name(s) of Co-author(s) with designations :

D. Visits Abroad during last 3 years

(International Conference/Workshop Only) :

Countries Visited	Period	Purpose
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E. Whether the reports on the above (D) visits were submitted :

F. Whether all the supporting documents referred in the checklist (I. Enclosure) are enclosed? :

G. Leave / Attendance details

Details of proposal of the leave or with attendance to be availed During this period (to be specified) : From _____ To _____

(Maximum of 2 days before & after the conference days only will be permitted for out station events)

Note: Per diem (Food allowance) and Room rent are admissible maximum for conference days plus 2 days (1 day prior and 1 day after) or at actuals whichever is less. Overstay, if any, is not permitted unless otherwise approved by the competent authority as a special case.

H. Funding Arrangement

S.No	Particulars	Request
I	International Air fare (Rs.)	
II	Internal Travel (provide details)	
III	Visa fee	
IV	Travel Insurance	
V	Registration Fee	
VI	Cash allowance per diem @US \$ _____ for _____ Days	
VII	Accommodation charges @US \$ _____ for _____ Days	
VIII	Other charges (if any)	
IX	Total in US \$ _____ * _____ (dollar rate approx)	
X	Total in INR	

I. Enclosure :Supporting Documents (Attach the following applicable documents)

Attachment No	Supporting Documents	Attachment Status	
i.	Justification to attend the conference / workshop	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Applicable
ii.	Letter of Invitation	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Applicable
iii.	Acceptance of the Paper & Review comments	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Applicable
iv.	Conference brochure and Registration fee details	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Applicable
v.	Supporting documents for Airfare	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Applicable
vi.	Accommodation cost / details with supporting documents	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Applicable
vii.	Details of external funding, if any	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Applicable
viii.	Copy of the full paper	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Applicable

Signature of P.I

Recommendation of HOD

Signature of HOD

Remarks by SRIC Cell

Remarks by AR(Sricce)

Signature of Dealing Assistant

Signature

Dean(SR)

Registrar

APPROVED / NOT APPROVED

Director