VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

APPLICATION FOR PERMISSION TO ATTEND CONFERENCE / SEMINAR / WORKSHOP / SYMPOSIA ETC. OUTSIDE THE UNIVERSITY *(For use of Teachers) (To be submitted to Dean, F&P through proper channel)*

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1. Name of Teacher :_____ Designation _____
2. Name of Department _____
3. (a) Name of Conference/Seminar/Workshop/Symposia _____
   (b) Type : International / National
   (c) To be held at Place : _____
   (d) Duration : From _____ To _____
   (e) List of Co-authors & their affiliation _____
   _____
4. (a) If presenting a paper, _____
   the title thereof _____
   (b) Whether the paper is accepted for presentation : Yes / No
   If yes, the copy of the acceptance letter is to be attached : Yes (enclosed)
5. Number of days the applicant intends to remain absent in headquarters for attend the Conference / Seminar / Workshop/Symposia : _____
6. (a) Proposed date and time of leaving headquarters : Date _____ Time _____
   (b) Proposed date and time of return to headquarters: Date _____ Time _____

*7 (a) Registration Amount (if needed to be paid by the University) : Rs._____
(b) Approximate TA by shortest train /bus route (both ways) Rs._____
(c) D.A. @ _____for _____ days : Rs._____
(d) Conveyance @ _____ for _____ days : Rs._____
(e) Accommodation charges @ _____ days : Rs. _____
Total financial liabilities (a+b+c+d+e) Total : Rs. _____

**8. How many such events the applicant has already attended during the current calendar year (excluding this event)
(a) Name _____Place_____
Duration_from_____to_____
(b) Name _____Place_____
Duration_from_____to_____

***9(a) List of subjects and periods which will not be taught by the applicant due to the proposed absence.
(b) Mention how to make up the academic loss of the students due to this proposed absence through extra classes (please mention the dates and time of extra classes already taken by the teacher or to be taken by the substitute teacher for above purpose)
(i) Classes already taken by the teacher

Date & Time	Semester / Branch / Group	Theory Subjects		Sessional Subjects	
		Name	Periods	Name	Periods

(ii) Classes to be taken by the substitute teacher

Date & Time	Semester / Branch / Group	Theory Subjects		Sessional Subjects		Signature of Substitute Teacher
		Name	Periods	Name	Periods	

(c) Invigilation duty (if any) mention the date and time

(d) List the substitutes for invigilation duty arranged by the teacher.

10. Certified that
(i) I will not draw Registration Fee, TA, DA, CA, Accommodation Charges and other financial benefit from any other source. The excess amount if any will be refunded by me.
(ii) The information furnished above in Sl.(1) to (9) are true.
(iii) No other teacher / scholar of this institute is officially presenting the said paper in the said event.
(iv) Substitute arrangement has been made by me for other responsibility such as Class / invigilation / other duties.

Encl.:- Copy of the Acceptance letter
Date

Signature of the Teacher
Name :

FOR OFFICE USE ONLY
(Strike out whichever is not applicable)

11. Certified that
(i) The participation of the applicant in the above said event will / will not be helpful for him and the department.
(ii) The concerned teacher has / has not already taken extra classes in advance and the same has / has not been verified as mentioned in (9) above and there will / will not be any academic disruption due to his absence.
(iii) The teacher has not attended more than one / two research events in the current calendar year.
(iii) Recommended / not recommended for consideration of his application.

Date :

Head of the Department
(Seal)

Verification by Accounts Section of the University

12. Verified the figures in (7) and fund available in the appropriate head of accounts is adequate / not adequate to meet proposed expenses.

Dealing Asst. (A/c) S.O. (A/c) C.O.F.

13. Scrutinisation by Dean, F&P office
(i) The concerned HOD & Accounts Section have agreed / disagreed to the proposal.
(ii) The no. of research events attended by the applicant do not exceed / exceeds the prescribed limit of 02 in the current calendar year.
(iii) The details furnished by the applicant have been scrutinized and found correct / in correct.
(iv) The no. of days spent on duty leave by the teacher will not exceed / will exceed the approved limit.
(v) The application may / may not be considered.

Dealing Asst

Dean, F&P

14. Remarks of Vice-Chancellor.

Allowed / Not Allowed

VICE-CHANCELLOR

** Original Registration Receipt, tickets, Accommodation will be reimbursed as per recent TA/DA rule of Govt. of Odisha.*
*** A teacher holding a substantive post is officially allowed to attend maximum 02 Nos. of Research events in India in a calendar year subject to availability of fund in the respective head of accounts.*
Teacher / Scholar from the department will be allowed to present a paper in a Research Event. Under fund constraints, if there are more than one applicants then preference will be given to the applicant who has not attended a single research event during that calendar year.
**** No request for permission will be entertained without taking advance classes to make up the academic loss and arranging substitute arrangement.*
***** For presenting paper outside the country prior approval of the BOM/Govt. of Odisha is required in order to claim the financial facility such as Regn. Fees, TA, DA, Accommodation, Conveyance etc.*