

**OFFICE OF THE
DEAN, FACULTY AFFAIRS, RESEARCH & CONSULTANCY (FARC)
I.G.I.T., SARANG**

**APPLICATION FORMAT FOR PERMISSION TO ATTEND
SHORT TERM COURSE/FDP/CONFERENCE/TECH. WORKSHOP/SEMINAR/FIELD
TRAINING/OUTSIDE EXAMINERSHIP/CHAIRPERSON OF CONFERENCE ETC.**

1. APPLICATION FOR:-
2. NAME:-
3. DEPARTMENT:-
4. DESIGNATION:-
5. NAME OF COURSE/CONFERENCE/TECHNICAL WORKSHOP/SEMINAR/FIELD TRAINING:-

6. ORGANISING INSTITUTE WITH ADDRESS:-

7. DURATION:-
8. RELEVANCE OF COURSE TO YOUR SPECIALISATION:- YES/NO/NA
9. COPY OF ORIGINAL LEAFLET ATTACHED:-YES/NO/NA
10. NUMBER OF SUCH ACADEMIC PROGRAMS ATTENDED IN CURRENT YEAR (JAN-DEC):-
11. TOTAL NUMBER OF SCL IN DAYS AVAILED TILL DATE IN CURRENT YEAR(JAN-DEC):-
12. IF APPLICATION IS FOR ATTENDING CONFERENCE:
 - a. NATIONAL/INTERNATIONAL
 - b. ACCEPTANCE LETTER FROM ORGANISERS ATTACHED: YES/NO
 - c. ORIGINAL PAPER ATTACHED:-YES/NO
 - d. FINANCIAL SUPPORT DESIRED:- YES/NO
 - e. IF FINANCIAL SUPPORT REQUIRED :-
 - i. REGISTRATION/DELEGATION AMOUNT:-
 - ii. PROOF (ORIGINAL) REGARDING AMOUNT ATTACHED:- YES/NO
 - iii. 3rd AC/BUS TA FARE (TO & FRO):-

13. IF APPLICATION IS FOR ATTENDING AS EXAMINER/CHAIRPERSON OF CONFERENCE:-
 - a. WHETHER THE INSTITUTE BELONGS TO GOVT./NIT/IIT/
UNIVERSITY/PRIVATE/FOREIGN:-
 - b. LETTER OF OFFER ATTACHED: YES/NO(SIGNED LETTER ONLY WILL BE
ENTERTAINED)
 - c. PERIOD OF LEAVE:
14. WHETHER ALTERNATIVE ARRANGEMENT MADE DURING PERIOD OF ABSENCE: YES/NO

(SIGNATURE OF APPLICANT)

OFFICE USE

1. RECOMMENDATION OF HOD/SECTION HEAD: YES/NO
IF NO, REASONS TO BE GIVEN:-

(SIGNATURE OF HOD)

2. COMMENTS OF DEAN FARC:

(SIGNATURE OF
DEAN,FARC)

3. ORDER OF DIRECTOR:ALLOWED/DISALLOWED

(SIGNATURE OF DIRECTOR)

NB:-

1. Any original filled-in application to be forwarded to organizing unit would be enclosed along with this format
2. Financial support will be decided as per Institute rule from time to time. For Institute financial support, the organising institute must belong to category GOVT./ IIT/ NIT/UNIVERSITY/REPUTED PVT. INSTITUTE/FOREIGN ORG.
3. A faculty can avail maximum 15 days of SCL in a year. SCL period exceeding 15days needs prior approval of DEAN, FARC and DIRECTOR under special circumstances. HOD's office will maintain account of SCL.
4. A faculty member has to submit his/her application minimum seven days before availing any academic leave.
5. No faculty member is allowed to involve himself/herself in any outside academic activity on verbal request.
6. The leave for attending any outside academic activity without prior sanction would be treated as unauthorised leave.
7. Faculty members will be spared for outside academic activities based on departmental needs and convenience without interrupting normal academic activity of the institute.
8. A faculty on return from any outside academic activity other than Examinership/Chairperson of any conference has to deliver a seminar in his/her department/section under wide circulation and information to DEAN, FARC. HOD /SECTION HEAD concerned will make necessary arrangement for the same.
9. Any course material collected by attending outside academic activity be shared as departmental resource.
10. A faculty member has to submit a proof of certificate/relieve order on return from attending any outside academic activity.