



**OFFICE OF THE DEAN,  
FACULTY AFFAIRS, RESEARCH & CONSULTANCY (FARC), IGIT, SARANG**

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**APPLICATION FORMAT FOR PERMISSION TO ATTEND**

- (A) SHORT TERM COURSE/FDP/CONFERENCE/TECH.WORKSHOP/SEMINAR/FIELD TRAINING  
(B) OUTSIDE EXAMINERSHIP/CHAIRPERSON OF CONFERENCE ETC.**

1. **APPLICATION FOR LEAVE:** Period from \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_ days)
2. **Type of leave applying for:** Special Leave / Duty Leave / EL / any other :
3. Name:
4. Department:
5. Designation:
6. Whether alternative arrangements have been made for the period of absence ? YES/NO
7. Total number of SCL availed till date (in Days) in the current year from January to December:

**CATEGORY - A**

8. **DETAILS OF COURSE/CONFERENCE/TECHNICAL WORKSHOP/SEMINAR/FIELD TRAINING/ FDP**
  - (i) Name of the program:
  - (ii) Status of the program: International/ National/ State level / Local Level:
  - (iii) Organizing Institute with Address:
  - (iv) Duration of the Activity:
  - (v) Whether the program is conducted in India or Abroad?
  - (vi) Whether the program is relevant to your specialization? YES/ NO/ Not Applicable
  - (vii) Copy of the Original Leaflet Attached: YES/ NO/ Not Applicable
  - (viii) Whether attending as a Participant/ Paper presenter / Session Chair/ Invited Speaker/ member of Organizing committee?  
( Attach the required/ relevant document)
  - (ix) Whether Acceptance / Invitation letter from the Organizers attached? YES/ NO / NA
  - (x) In case of paper presentation, whether original paper/ abstract attached? YES/ NO / Not Applicable
  - (xi) Number of such academic Programs attended so far in the current year from January to December:
9. **Financial Support for Attending the above-mentioned program:**
  - (i) Whether Financial Support required for attending the program? YES/ NO
  - (ii) Financial Support received from other funding agencies, if any? YES/ NO  
(mention the name of the agency and amount of funding)
  - (iii) Financial Support required for
    - (a) Registration/ Delegation (Amount in INR):
    - (b) Travel ( Estimated travel expense in INR):  
(Details of the registration receipt, travel tickets/Visa fee/ Boarding Pass are to be submitted at the time of claim after returning back to the institute)

**CATEGORY - B**

10. **IF APPLICATION IS FOR ATTENDING AS AN EXAMINER**
  - (i) Name of the inviting Institute:
  - (ii) Mention whether the Institute belongs to Govt. institutes/ University/ NIT/ IIT/ Private organization / Foreign institutes:
  - (iii) Nature of Activity:
  - (iv) Whether Letter of Offer/ Invitation Letter Attached (only signed letters from the organizing institute will be entertained)? YES/NO

**(SIGNATURE OF APPLICANT)**

**FOR OFFICE USE**

**1. Recommendation of Head of the Department / Section Head:**

**RECOMMENDED/ NOT RECOMMENDED**  
**(If Not recommended, mention the reason thereof)**

**(Signature of HOD)**

**2. Recommendation/ Comments of Dean, FARC:**

**RECOMMENDED/ NOT RECOMMENDED**

**(Signature of Dean, FARC)**

**3. Order of the Director:**

**ALLOWED/ NOT ALLOWED**

**(Signature of the Director)**

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**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 organizing 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. Verbal request for the involvement of faculty member in outside academic activities is not entertained.
6. The leave for attending any outside academic activity without prior sanction would be treated as unauthorized 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. The concerned HOD /SECTION HEAD 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.