

INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD

PROFORMA FOR SEEKING INSTITUTE PERMISSION IN INTERNATIONAL/ NATIONAL (Conference/Symposium/Work Shop/Training) EVENT

1. Name of the Faculty member:
2. Designation & Department :
3. Date of Joining the Institute :
4. Name of the Event :
5. Nature of the Event : National International
6. Dates of Event : From _____ To _____
7. Location of Event :
8. Role of the Faculty member in the Event:
 Organizer Chairing a session Presenting a paper Oral Poster
9. Travel Plan :
 - i) Date of Onward Travel :
 - ii) Date of Return :
10. Breakup of Expected Expenditure :

Registration Fee	Airfare	Stay and Boarding	Others if any	Total (In Rupees)

11. Financial Support:
 - i) From the organizers of the Event
 - ii) From other sources
12. Financial support requested from the Institute in Rupees :
From CPDA : Registration Fee Airfare Per diem Hotel expenses
(Seed Grant)

13. Advance amount requested :

Certified that the details given above are true and correct.

Date: _____

Signature of Faculty Member

FOR OFFICE USE

Balance of funds available in CPDA: Signature : AR(Finance)

Recommendation of AR(Administration)

Registration Fee	Airfare	Hotel Expenses	Per diem	Total (In Rupees)

Signature of AR(Administration)

Approved by Dean (Admin)

Director

* Kindly attach the Paper Acceptance/Invitation / details of the event