

Netaji Subhash Engineering College

Technocity, Garia, Kolkata 700152



Application for permission to attend Conference/Seminar/Workshop/Refresher Course/Continuing Education Programme/Training Programme

Date:

1. Name of the member of faculty / staff:
2. Designation:
3. Department / Section:
4. Date of joining the College:
5. Pay:
6. Title of the Conference / Seminar / Workshop / Refresher Course / Continuing Education Programme / Training Programme:
7. Venue and duration of the programme:
8. Participation for : Attending the Programme/Presentation of a paper/Invited lecture/Chairing a session/Organization of the programme/any other (please specify):
9. Title of the paper (or invited lecture) to be presented with name and affiliation of the co-author(s),if any:
10. Period of absence from the college:
11. Registration / Course fees to be paid:
12. Brief details of similar programme(s) attended in last 3 years with / without sponsorship :
13. I _____ hereby declare that the above information are true to the best of my knowledge and belief and agree to abide by the following that if sponsored by the College; (1) The academic materials received from the aforesaid programme (e.g. proceedings, books, software, etc) will be declared to the College and shall be handed over to the H.O.D., if asked for. (2) I shall be guided by the rules prevailing. (3) I shall deliver a technical talk in the Department on the paper / talk presented / area(s) exposed to under the programme. (4) I shall refund the entire amount to the College, if found to break the rules and may be liable to disciplinary action(s). (5) I have made/shall make alternative arrangements for my duties during the above period of absence.

Signature of the applicant
(Name in block letters)

Date:

Designation:

Comments and recommendations with specific reasons and justifications:

Recommended / Not recommended

Signature of the Head of the Department of _____

For Office use only

Comments, if any

Chairperson, College Academic Committee

Approved / Not Approved

Principal, NSEC

For Accounts

Funding from _____

Accounts / TEQIP / HOD

Principal, NSEC