
Check list for attending Workshop/ Seminar/ Symposia/ Training/ Summer School/ Conference

1. Name Designation
2. Division/ Section
3. Details of Workshop/ Seminar/ Training/ Summer School
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4. Name of the project from which paper has been prepared for presentation
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5. Abstract/ paper for presentation (Copy to be furnished)
6. Participation without any presentation (Give justification)
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7. Financial involvement in proposal including TA/ DA/ Registration etc.
8. Fund allocated from (departmental/ project imprest)
9. Details of Workshop/Seminar/Symposium/Training/Summer School etc. attended during the current financial year
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10. Recommendation of Head of the Division
11. Signature of the Applicant Date
12. Approval of the Director
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