

PUNJAB ENGINEERING COLLEGE
(Deemed to be University) CHANDIGARH

APPLICATION PROFORMA FOR GRANT OF PERMISSION AND FINANCIAL ASSISTANCE TO ATTEND THE INTERNATIONAL EVENT
(Financial Year _____)

Application for _____

1. Name : _____
2. Designation & Basic Pay : _____
3. Department/Section : _____
4. Application has all requisite enclosures
5. Whether joined the institute recently? If yes, state
 - (i) Date of joining _____
 - (ii) Date of completion of probation _____

6.
 - a) Details of research papers published in journals and conferences of repute:

S.No.	Particulars	Numbers	
		Total	Last three years
1.	SCI Journals		
2.	Conferences		

Attach list of papers published during last 3 years, volume no., page no., month & year of each publication in the SCI Journal must be specified.

- b) Details of Patents

S.No.	Particulars	Numbers	
		Total	Last three years
1.	Patent		

7. Particulars of the conference (enclose announcement/brochure/details of conference in support of conference of repute.
 - (i) Name of conference:
 - (ii) Organizer:
 - (iii) Place & name of country:
 - (iv) Date of conference:
 - (v) Status of participation:
 - a) Purpose of the event: Presenting a paper/ Chairing a session/keynote speaker/
Approved joint research collaboration Yes/No

Please enclose a copy of letter of acceptance for presentation in the international conference along with a copy of full paper.

b) Title of the paper accepted for presentation in the conference: _____

c) Any other author applied for funding from the institute? Yes/No _____
Please attach consent from Co-authors.

(vi) Provide a write-up on the following in one-page each:

- Focus on International visit on improving the quality of teaching and research of the institution. Objectives of the visit be clearly mentioned.
- Benefits to the faculty from the International visit and expected outcome from this visit to the institution.
- Plan of the faculty for sharing the gained information with fellow faculty members.
- Alternative arrangement planned by the faculty about the appropriate continuance of the teaching and research duties during the travel period.

8. Details of International Events attended Abroad during the last three years (In Chronological order)

S.No.	Name of Event	Purpose	Date & Venue	Funding agency

9. Estimated Financial Expenditure for the proposed visit

Item	Air fare by shortest route by economy class	Amount of Registration Fee	Per Diem	Visa Fee	Accommodation and other logistic arrangement
Remarks					

10. Amount of financial assistance requested: _____

11. a) Details of amount utilized in the current block year under PDA for the purpose wise

Conference	Computer peripherals	Books/membership of professional societies/ Patent Filing Fee	Advanced level courses

b) Balance amount available in the current block under PDA: _____

c) Above information given in (a) & (b) above is verified.

12. Have you submitted Self-Appraisal-Report for preceding year? Yes/No

13. Have you updated the Faculty profile on Institute website? (Attach a hard copy)

14.(i) Request for the Ex-India Leave for _____ days from _____ to _____

(ii) Number of teaching days involved: _____

(iii) Arrangement about classes: _____

(iv) Nature of leave

a) Special Casual Leave _____ days from _____ to _____

b) Earned leave _____ days from _____ to _____

c) Vacation _____ days from _____ to _____

15. I undertake that:

(i) Co-authors of this paper will not attend this conference etc.

(ii) The findings of the paper are related to my PhD/past PhD/research project or work carried out under my supervision.

(iii) I shall submit the certificate of presentation & participation from the organizer.

(iv) I undertake that, if the expenditure exceeds the prescribed limit, I shall not claim the excess expenditure, and pay back if reimbursed to me. In case I fail to do so, the institute will have the right to recover the excess reimbursement made to me out of the payments due to me on any account.

(v) I shall settle the accounts within 30 days of completion of the programme.

Date: _____

Signature of the Applicant

Checklist of enclosures:

- | | | | |
|-------|------------------------------------------|---|--------|
| (i) | Brochure of conference | : | Yes/No |
| (ii) | Acceptance letter | : | Yes/No |
| (iii) | Copy of full paper as accepted | : | Yes/No |
| (iv) | List of publications during last 3 years | : | |
| (v) | Copy of relevant minutes of DAPC | : | |

CERTIFICATE BY THE HOD

1. Certified that attending the above mentioned programme shall be beneficial to the institution.
2. Arrangement of classes shall be made and any other work (related to sessions/exams etc.) shall not suffer on account of absence of the applicant during the period.

RECOMMENDED/NOT RECOMMENDED

Recommendations of Head of Department/Centre

1. The sanctioned Faculty strength of the Department/Centre_____
2. Certified that Dr./Prof._____ has_____papers published in SCI Journals and _____papers in Conferences during the 3 years period preceding the conference for which financial assistance is being sought.
3. Availability of leave from the leave record if maintained in the department.
SCL _____
EL _____
Vacation _____
4. The case is recommended by DAPC for sanction of Rs._____ assistance and leave as per details at 14(iv).
5. Verified the expenditure incurred under PDA by the concerned faculty till date as shown in point No.____of page No._____.

Important: Please enclose copy of relevant minutes of DAPC.

Dated:_____

Head of the Department/Centre

Verification by Establishment Section

- | | |
|---------------------------------------------------------------------|--------|
| 1. Status of leave, if leave record is maintained in Establishment. | Yes/No |
| 2. Application form is complete. | Yes/No |
| 3. Application form is incomplete due to following reasons. | Yes/No |
| 4. Application has all requisite enclosures. | Yes/No |
| 5. Application does not have following enclosures. | Yes/No |

Dealing Assistant

Superintendent (Estt.)

Assistant Registrar (Estt.)

Recommendation by the Financial Assistance Committee for Attending International Conference Abroad

Sanction of Ex-India leave from _____ to _____ (Special Casual leave from _____ to _____, EL from _____ to _____ with the permission to avail _____ during the leave period) is accorded.

Financial assistance of upto Rs. _____ is approved subject to availability of funds under PDA.

(DFA)
Member 1

(DSRIC)
Member 2

(Deputy Director)
Chairman

Approved/Not Approved

(Director)