CHINMAYA VISHWAVIDYAPEETH, ERNAKULAM
(Deemed to be University)

APPLICATION FOR PARTICIPATION IN NATIONAL/INTERNATIONAL CONFERENCES/WORKSHOPS/SEMINARS/SYMPOSIA/COURSES ETC.

(All items must be filled clearly. Please type and print)
(To be submitted at least three weeks before the date of the Event)

1	**Academic year (Specify):**		**2**	**Date of Application**	
3	**Name of the Applicant (Full & Capital)**				
4	**Employee Code**		**5**	**Department :**	**Designation :**
6	**Name (Full) of the Seminar / Conference / Workshop / Course National / International**				
7	**Place of the Workshop**		**8**	**Duration of the Workshop (dates)**	
9	**Organized By (Full details)**				
10	**Attending as (Author/Invited Speaker/Participant/ Session Chair/ Any other). Please cross out / specify.**		**10a)**	**Registration Charges**	
			10b)	**Total Travel expenses (To Fro Journey)**	
10c)	**Miscellaneous Charges**		**11**	**Total Expenses**	
12	**Title of the Paper (Full) with names of all authors (Copy of the paper to be enclosed)**	**Title :**			
		All Authors:			
13	**Details of the Acceptance letter (copy to be enclosed)**	**Enclosed. Yes/No (Cross out):**	**14**	**Full details of the Call for papers/conference & Regd. Charges (copy to be enclosed)**	**Enclosed. Yes/No (Cross out):**
15	**No. of Days (with dates) of duty leave already availed in the**		**16**	**Period of leave required (with dates) from the University for this conference #**	

	Current Academic Year				
17	**Details of arrangements of duties during absence (Attach extra sheet, if required)**		**18**	**Amount of the Financial Assistance availed during the (i) current and (ii) previous Academic Sessions (Details to be provided overleaf)**	**Current:** **Previous:**
19	**Details of the Application requesting financial assistance from AICTE,DST, MHRD etc… funding agency (Essential. Pl. attach copies)**		**20**	**Details of Seminar on the last conference delivered in the deptt. (Date, number of attendees, topic etc.)**	

 # (Duty leave during the period of examination should preferably be avoided)

Full Signature of the Applicant with Date

21 Comments of the HOD/HOS with name, signature & date:

22 Recommendation of the Director (R&D Cell) with signature & date:

23 Approval of the ProVost/VC:

Details of the Financial Assistance availed during the (i) current and (ii) previous Academic Sessions		
Please give information for all the Authors of the paper for which permission is being requested)		
24.1	**Conference, etc. No. 1 Current Academic year:**	
a)	**Name (Full) of**	

	the Conference / Seminar / Workshop / Course				
b)	**Place**		**c)**	**Date**	
d)	**National/International**		**e)**	**Attended As (Author/Invited Speaker/Participant/ Session Chair/ Any other). Please cross out / specify.**	
f)	**Name of the Paper/Poster (full) with Authors**				
g)	**Name of the author who received the grant:**				
h)	**Registration Charges**		**i)**	**Total amount:**	
j)	**Amount Reimbursed (with details) from CVV**		**k)**	**Amount Reimbursed from other agencies (give details)**	
l)	**Details of seminar delivered in the Institute (give details ; date, number of attendees, topic etc.**				
24.2	**Conference, etc. No. 2 Previous Academic year:**				
a)	**Name of the Conferences / Seminar / Workshop / Course (Full)**				

b)	**Place**		**c)**	**Date**	
d)	**National/International**	**International Workshop**	**e)**	**Attended As**	
f)	**Name of the Paper (full) with Authors**	**Title :**			
		All Authors			
g)	**Name of the author who received the grant:**				
h)	**Registration Charges**		**i)**	**Total amount:**	
j)	**Amount Reimbursed (with details) from CVV**		**k)**	**Amount Reimbursed from other agencies (give details)**	
l)	**Details of seminar delivered in the Institute (give details ; date, number of attendees,**				

Signature of the applicant with date