



Brainware University
398, Ramkrishnapur Road,
Barasat, Kolkata-700125

Received on: _____

Application No: _____

(For Official Use Only)

Application Form for seeking permission to attend External Conference, Seminar, Workshop (in India /Abroad), Short-Term Training program (STTP), FDP

Part I: Personal Particulars

Name: _____ EMP ID: _____

Designation: _____ PAN: _____

Department: _____ Aadhaar ID: _____

Contact No: _____ Email ID: _____

Bank A/C No: _____ Bank Name: _____

Branch Name: _____ IFSC Code: _____

Part II: Details of the Conference / Seminar / Workshop / STTP / FTP

(Please enclose a copy of the conference/seminar/workshop/STTP/FDP pamphlet if available)

Title of Conference / Workshop / Seminar / STTP / FTP: _____

Organizer(s) and Venue (City/Country): _____

Status (National / International) Duration: From _____ to _____

Specifically invited to the Conference / Seminar / Workshop / STTP / FDP: (YES / NO)
[If yes, please provide a copy of the invitation.]

Whether the Applicant is going on his own interest or on Institute Invitation: _____

Please specify your role: Keynote address / Paper presentation / Poster presentation / Chair of plenary session /
 Others (please specify) _____

Registration Fees is to be paid by: Self / Institute / Organizers / Others (Please Specify) _____

Registration Fees (A): _____ *(Max up to 3000 INR)* [Attached Proof]

Whether TA / DA is to be borne by: Self / Institute / Organizers / Others (Please Specify) _____

Traveling Cost (B): _____ [Attached Proof] Total Cost (A+B): _____
(AC 3-tier to & Fro)

Part III: Publication Details

Paper Title: _____

Please list the name of co-authors or co-presenters (if applicable) in the order as they appear in the program:

Name of Publisher: _____

Abstracting and Indexing: _____

Did you/will you apply for (on-duty) conference/Seminar/workshop/STTP/FDP leave in this academic year? [YES / NO]

If YES, from _____ to _____ (_____ days)

Name of the faculty members whose will look after the duties his / her absence: _____

I certify that the details furnished above by me are correct to the best of my knowledge. I also undertake that my participation in the aforesaid Conference /symposium/seminar/workshop/short-term trainings etc. is in accordance with the existing guidelines of the Institute and I will furnish the participation certificate immediately after returning.

Date: _____

Place: _____

Signature of the Applicant(s)

On return you'll be expected to:

- Provide a writing report
- Make a Presentation to: _____
- Tentative date of presentation after returning from the conference: _____

Approved / Not Approved

**Signature of Dean / HOD /
Department-In-Charge**

**Signature of Convener,
Ph.D Cell**

Registrar

Enclosures

1. Copy of paper Acceptance E-Mail from Conference Organizer / Invitation Letter for Workshop or Seminar / FDP / STTP
2. Receipt copy of Registration fees.
3. Traveling Document (To & Fro Train Reservation Slip of AC 3-tier)
4. Copy of 1st Page of the accepted paper
5. Participation / Paper presentation Certificate.