



## TEZPUR UNIVERSITY

### **Application for Permission and Financial Assistance for attending National /International Conference/Seminar/Workshop/Training**

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1. Name of applicant:
2. Designation:
3. Department/Centre:
4. Details of Programme, the applicant wishes to attend-
  - (i) Full Address of the Organizer: (Local Organizers)
  - (ii) Title of the programme:
  - (iii) Venue of the Programme:
  - (iv) Duration of the Programme (specify the date(s)/month/year)  
(Please enclose copy of the announcement)
5. Title of the paper (if applicable) proposed to be presented (Please enclose two copies of the paper):
6. Whether the paper is accepted? If yes, please enclose a copy of the acceptance letter:

7. Name of the author of the paper (in the sequence as given in the paper):
8. Whether the applicant is invited:
- (i) to deliver key note address/plenary lecture?: Yes/No
  - (ii) to chair a session?: Yes/No
  - (iii) under International Collaborative Exchange Programme?: Yes/No
  - (iv) to attend Symposia/give talks/lectures/discussion arts?: Yes/No
- (If yes, please enclose a copy of invitation.)
9. Financial assistance offered by the Sponsoring Agency (If yes, give details): Yes/No
- 1. Air fare:
  - 2. Local Hospitality:
  - 3. Registration fee is exempted/not exempted:
10. (a) Whether financial assistance required: Yes/No
- (b) If Yes, amount requested with break up:
- TA (Total air fare by shortest route Excursion/Economy class Air India/Indian Airlines):
- DA:
- Accommodation:
- Registration Fee:
- Total amount requested:**
11. (a) whether financial assistance received/applied for from other agency/organization(s): Yes/No

(b) If yes, give details,

Name of the Agency:

Organization:

Sanctioned/Committed/Received Amount with break up:

12. Whether the applicant attended National/International Conference/ Seminar/ Workshop/Training during the last 36 months prior to the date of this proposed programme? If yes, give details of all the programmes (attach additional sheet if required):

(i) Programme:

Sponsor/Organization:

Venue:

Duration:

Financial Assistance received(with details) (copies of the Sanctioned letter should be enclosed):

(a) From Tezpur University:

(b) From other source:

(ii) Programme:

Sponsor/Organization:

Venue:

Duration:

Financial Assistance received(with details) (copies of the Sanctioned letter should be enclosed):

(a) From Tezpur University:

(b) From other source:

Signature of the Applicant

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13. Recommendation of the HOD.

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14. Recommendation of the Dean of the School of Studies Concerned.

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15. Recommendation of the Screening Committee

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16. Office Note:-

Dealing Officer

Registrar

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17. Decision of the approving authority

1. The paper be forwarded/not forwarded
2. The applicant is allowed/not allowed to attend the programme with/without financial assistance
3. For leave and Advance TA/DA etc. the applicant may write separately.

Vice-chancellor

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No.

Copy forwarded for information and necessary action to:

1. Person concerned/HoD/Dean, School of .....
2. Finance Officer.
3. File.

Registrar