



**APPLICATION FOR REQUESTING APPROVAL FOR ATTENDING ACADEMIC
CONFERENCES/VISITING CENTERS FOR RESEARCH THROUGH PERSONAL CONTINGENCY**
(To be submitted 60 days in advance for International and 30 days for National)

Date: _____

To
The DRC Convenor
BITS, Pilani – Hyderabad Campus.

1. Name: _____ 2. PSRN No: _____

3. Designation: _____ 4. Email Address: _____ 5. Phone No: _____.

5. Purpose: (Tick (✓) Appropriate box below)

Invited Speaker	<input type="checkbox"/>	Keynote Lecture	<input type="checkbox"/>	Presenting Paper	<input type="checkbox"/>	Chairing Session	<input type="checkbox"/>	
Conference (Attending)	<input type="checkbox"/>	Workshop (Attending)	<input type="checkbox"/>	Visiting Laboratory	<input type="checkbox"/>	Presenting Poster	<input type="checkbox"/>	
				(Under International Collaboration)				
Journal Page Charges				<input type="checkbox"/>	Others (Consumables or Justification)			<input type="checkbox"/>

6. Title of the Paper / Talk / Poster:

_____.

7. Name of the Journal / Conference / Workshop / Laboratory:

_____.

8. Venue: _____, Date: _____, Organized by: _____.

9. Brief Description or Justification of the purpose:



Birla Institute of Technology & Science, Pilani
Hyderabad Campus
Department of Electrical & Electronics Engineering.

10. Whether paper accepted: Yes ☐ No ☐

11. Reimbursement expectations (**Indicate Approximate Amounts for each**):
(Final Approval will be by Accounts)

- | | |
|------------------------------------|--------------------------|
| 1. Travel | <input type="checkbox"/> |
| 2. Registration Fee / Page Charges | <input type="checkbox"/> |
| 3. Daily Allowance | <input type="checkbox"/> |
| 4. Any Other, if any | <input type="checkbox"/> |

Total Amount in ₹ :

12. Enclosures: [Please tick:(√)]

- (a) Letter of Invitation / Acceptance of the paper (), (b) Hard copy of first page of paper (),
(c) Reviewers comments (), (d) Details of the conference / Journal (),
(e) Request letter if any other essential ().

(Signature of the Applicant)

DRC Members recommendation: Recommended / Not Recommended
Forwarded by DRC Committee members:

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

(DRC Convenor)
Date:

(Head, Dept. of EEE)
Date: