


Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY, JALANDHAR-144011
Request for attending National/International Conference/Workshop/Short Term Course/Seminar/Symposium under Professional Development Allowance

PDA Block 201... to 201...

1. Name of the Applicant _____
- Email ID _____
2. Designation and Department _____
3. Nature of event National/International Conference/Workshop/Short Term Course/Seminar/Symposium
4. Title of event _____
5. Duration required for the event From _____ To _____ No. of Days _____
6. Place of the Event _____
7. Whether going to present research paper? Yes/No
Attach self attested copies (i) paper/abstract (ii) acceptance letter (iii) NOC of co-author(s) (iv) Brochure containing detail information related 3 to 8.
8. Financial liability of the institute on account of Registration Fee, TA/DA, and other expenses if any.

Registration Fee	Mode of payment	Pay to whom	TA*/DA (Fill amount here and attach details as annexure)	Other expenses, if any

* for visit abroad attach air fare estimate for shortest route from the Air India

9. Does the event falls during vacations/holidays? Yes/No
Attach arrangements of institute's assignments during the period mention at S No. 5 (may be given at backside)
 10. Detail of events already attended during the current calendar year. (1st Jan to 31st Dec 20.....)
- | Title of the event | No. of teaching Days included | Paper presented? |
|--------------------|-------------------------------|------------------|
| a) _____ | _____ | Yes/No |
| b) _____ | _____ | Yes/No |
11. Details of ongoing / submitted projects (for faculties visiting abroad):
 12. The subject contents of the conference/course/seminar/workshop pertains to my functional area of relevance and will enhance my teaching and research skills.

Recommended / Not Recommended

(Signature of Applicant)

(Head of the Department)

FOR OFFICE USE

May be allowed/not allowed subject to availability of PDA fund of faculty as per norms.	
Dean Faculty Welfare	
Cumulative expenditure of the applicant till date. Rs.....	
Balance available for the applicant Rs.....	
Registrar /Supdt (A/C)	
Approved/Not Approved	
Director	
The details of events at Sr. No. 10 (above) is in order/not order.	For putting up note for approval of the chairman BOG in case of Foreign visit/ issue of office order in case of visit within India
Supdt (E)	Supdt (E)/Registrar

*Please submit a copy of the Conference report to the CEP Cell within one month of return.