



**Student's application for Permission to publish a paper in Journal/proceedings/to attend Conference/Seminar/Workshop/Paper presentation/Competition**  
(Recommended permissible limit in a semester - One; can be increased at the discretion of the Director)  
(To be applied minimum 7 days prior to the event)

Name: \_\_\_\_\_ Admission No.: \_\_\_\_\_ Course / Branch: \_\_\_\_\_  
Semester \_\_\_\_\_ Year \_\_\_\_\_ Contact No.: \_\_\_\_\_  
Permission for: Conference ☐ Seminar ☐ Workshop ☐ Paper Presentation ☐ Competition ☐  
Date(s) of Event 

D	D	M	M	Y	Y
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 To 

D	D	M	M	Y	Y
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 Level: National ☐ International ☐  
Title of the event \_\_\_\_\_  
Venue \_\_\_\_\_ Registration Fee Amt if any (Rs.) \_\_\_\_\_

Title of the accepted paper \_\_\_\_\_  
Name of Co-author(s); if applicable, include Admission number, Name, Course, Branch and Semester:-  
(a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

Following documents are attached (see list of documents on the reverse, write 'NA' if not applicable):  
(a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

Have you and/or any other member of the team have ever been granted permission for any such activity during the current Semester earlier? – Yes / No, If Yes – give details:-

S.No	Date	Name of the Event	Venue	Registration Fee	Finance received from college	Any other information

I request the approval for the following considerations:-

- (i) Permission to attend Conference / Seminar / Workshop / Competition from \_\_\_\_\_ to \_\_\_\_\_.
- (ii) Reimbursement of registration fee /publication fee amount Rs. \_\_\_\_\_ (max. Rs 5000)
- (iii) T. A / D. A. (Outside NCR full for winners, 50% for participation only)— Max. AC III Tier/CC by trains other than Rajdhani & Shatabdi /max. Rs250 per day per person)
- (iv) Award @ Rs1000 each for winners, (max Rs 10,000 for team of ten students)
- (v) Attendance

**Date:** \_\_\_\_\_ **Signature of the student/leader:** \_\_\_\_\_

**Recommendations of the Technical Evaluation Committee:**

Keeping in view the quality of Research Paper / standard of Journal, an amount of Rs. \_\_\_\_\_ may be reimbursed towards Registration / Publication / Honorarium.

<b>Faculty Guide (If any)</b> (Name, Signature with date)	<b>Nominated Faculty</b> (Name, Signature with date)	<b>Concerned HOD</b> (Signature with date)
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**Approval/Recommendations of the HOD –**

**Specific recommendations if travel / financial assistance is recommended**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Comments of Head (HR & Comm.)**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Approval of the Director:-**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



## Form No: S - 28: Instructions

### Approval in Advance

Prior approval is mandatory before proceeding for Conference /Seminar/Workshop/Paper Presentation/Competition. Permission would be granted only once in a semester on individual interest, but no limitation on college interest. No claims would be entertained if students move for Conference / Seminar / Workshop/ Competition without prior approval. Claim should be submitted within 15 days of the event attended.

**Types of Forms and their Availability:** Following forms are to be used by the students, these are available with the stationary shop:-

Form S-28 – Application form for Permission to attend Conference / Seminar / Workshop / Paper Presentation / Competition

Form S-29 – Expense claim form for permission granted vide Form 34-A.

### **Documents to be attached with Form S-28:-**

1. Conference / Seminar / Workshop Brochure / Invitation / Competition details highlighting Registration Fee details (if any).
2. Paper acceptance details if to be presented.
3. Paper abstract / full length of paper.

### **Handling the Application Form – S-28**

