



Sir Shantilal Badjate Charitable Trust's

S. B. Jain Institute of Technology, Management & Research, Nagpur

(An Autonomous Institute, Affiliated to R.T.M. Nagpur University)

NAAC Accredited with "A" Grade.

Hindi Linguistic Minority Institute, Approved by AICTE & DTE.

Our Vision : "Emerge as a leading institute for developing competent and creative professionals"

RESEARCH & DEVELOPMENT CELL

Pre-Event Approval Form

Academic Session

For attending Conference/Symposium/STTP/FDP/Seminar/Other

1. Applicant Details

Name of Applicant			
Department			
Designation			
Email Id			
Contact Number			
Have you claimed earlier in the same head you are applying for, in this academic session? (Yes/No)		If yes then, number of claims	

2. Event Details

Name of Event			
Place of Event			
Type of Event (Conference/Symposium/STTP/FDP/Seminar/Other)			
Date of Event	From		To
Number of Days			

3. Details of Expected Expenditure

Particular	Amount claimed as per policy (in INR)	Amount Sanctioned (For Office Use)
Registration Fee		
Travel to Event's Place	BUS/Train (AC3)/Flight	
Travel back from from Event's Place	BUS/Train (AC3)/Flight	
Total		
Total (in words)		

4. Declaration

I, hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand the consequences of the event of my information being found false or incorrect at any stage.

Date:

Signature of Applicant

Head of Department	Forwarded/Rejected	Remark:	Signature
Dean R&D	Approved/Not Approved	Remark:	Signature
Principal	Approved/Not Approved	Remark:	Signature

Note: Enclose all the necessary and relevant copies of documents along with this application (for e.g. brochure, proof of fee, etc.)