Application for Prior Approval before Event

**Instructions: 1) Application should be computerized. 2. Application should be submitted 15 days before the event.**

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|  |  **Attending I/N** **Conference abroad [6.4]** |  **Application should be submitted 15 days in advance to the Management for prior approval.*** **Application should contain following information.**
* **Name of Applicant, Department, Designation, Email ID, Mobile number, Date of joining,**
* **Invitation Details, Organizer, Name of the Institute, Place, Country, Theme of Conference, Dates of Conference**
* **Registration fee, Travel Expenses and Accommodation Expenses, Tour program**
* **Details of efforts made by the applicant to explore grants from other resources,**
* **Benefits to the Students and institute**
* **Documents- 1. Invitation Letter 2. Copy of Paper/Presentation 3. Details of Break of Travel and Accommodation expenses, 4. Schedule of tour Program.**
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| **02** |  **I/N Conference in India** **[6.1, 6.2]** | * **In-case Conference is outside Nagpur, similar application as explained in Serial No-I above should be submitted to the management 15 days in advance.**
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| **03** | **Seed money [8.5]** |  **For seed money, application with following details should be submitted 15 days in advance**  **to the Management for prior approval.*** **Name of Applicant, Department, Designation, Email ID, Mobile number, Date of joining,**
* **Name of the project, Theme, Brief description of the project,**
* **Benefits to the students and Institute,**
* **Probable financial assistance required, Detailed breakup of expenses, Phasing of requirement of finance,**
* **Schedule of submission of progress reports along with details of expenses incurred,**
* **Probable date of final presentation to the department faculty and Activity In-Charge with Intimation to the Principal**
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| **04**  | **Post Doctorate or Ph.D. from NIT, IIT, IIM, ISC, NIRF<200 [8.1, 8.2, 8.3]** |  **Application should be submitted to the management 15 days in advance.*** **Application should contain information such as Name of Applicant, Department,**

 **Designation, Email ID, Mobile number, Date of joining,** * **Selection letter, Name of the Institute, Place, subject, Name of guide,**
* **Number of years required, Off line/On line/ etc.**
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| **05** |  **Keynote Speaker**  **of I/N Conference [7.11]** |  **Application should be submitted to the management 15 days in advance** * **Application should contain information such as**
* **Name of Applicant, Department, Designation, Date of joining,**
* **Invitation from, Institute, Place, Country, Theme of Conference, Date,**
* **How many days required etc.**
* **Documents 1. Invitation 2. Schedule**
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