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.** |
| **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.** |
| **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** |
| **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.** |
| **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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