



**Format for participating in International Conferences / Workshops / Seminars etc.**

1. Name of the Faculty member .....
2. Designation .....
3. Name of the School .....
4. Details of at least three publications during preceding three years as below:
  - i. Title of the paper / papers
  - ii. Name of the Journal in which paper got published :
  - iii. Name of the publisher :
  - iv. Volume No. :
  - v. Issue No. :
  - vi. Place of publication :
  - vii. Year of publication :
  - viii. Listed in SCI / Expanded SCI / SSCI / Scopus / ABDC (listed in A & B categories only)  
(Please tick the appropriate one)

5. Date and Duration of the Conferences / Workshops / Seminars etc.:
6. Place and country where the conference shall be held :
7. Name of the organization holding the Conference / Workshop / Seminar etc. :
8. Request for PDA assistance for :

 Year 1 Year 2 Year 3

[Tick the appropriate box(s)]

9. The capacity in which faculty member is participating in the conference i.e.
  - a. As paper presenter
  - b. As chairman of technical session
  - c. As a keynote speaker

[Tick the appropriate item]

10. Duration of the visit for which Leave may be required: *[copy of leave format enclosed]*

11. Whether financial assistance received from any other sources. If so, please indicate as below:

.....

12. Amount of PDA assistance requested for the concerned visit, with breakup: Rs. ....../-  
[Rupees ..... only] *[in words as well figures]*

13. Documents to be enclosed:

- i. Copy of the invitation letter,
- ii. Abstract of the paper to be presented,
- iii. Copies of three publications as mentioned in serial no. 4 above,
- iv. Details of conference (brochure etc.),
- v. No Objection Certificate with respect to the publications from the co-author(s) (if applicable),
- vi. Anti-plagiarism report,
- vii. Undertaking in the format.

Signature of the concerned faculty member with date .....  
[Name in full:.....]

Recommended / Not recommended by HoS.....

Recommended / Not recommended by Dean of the concerned Faculty .....

To,  
Registrar

14. Recommendations / Remarks of the committee members