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 **COEP Technological University**

 (A Unitary Public University of Govt of Maharashtra)

**Application for approval of deputation to attend Training Seminar/Conference**

**(NIT / IIT / NIRF 100 / QS 500 / Listed Conference Only)**

|  |  |
| --- | --- |
| Name of the faculty member / staff | Mr. / Ms. / Dr. |
| Employee Code No. |  |
| Designation and Department |  |
| Basic Pay Level |  |
| Title of the Training Program / Seminar / Conference (International) |  |
| Name of the Organizing Institute/ Organization & NIRF Rank / QS Rank (Listed Conferences only) |  |
| Venue |  |
| Period  | From Date: / /20 to Date / / 20 |
| Participant category(Attach proof acceptance letter, Full Paper, Information Brochure) |  Delegate / Paper Presenter / Any other (specify) |
| Estimated expenditure | Registration fees |  |
| Boarding & Lodging |  |
| Travel to & fro |  |
| Local travel |  |
| Contingencies |  |
| Financial Assistance (-) |  |
| **Total**  |  |
| Benefit to Individual / Institute(If required attached document) |  |
| Signature of Employee |  |
| Signature & Remark of Head of Dept. |  |
| Remark and Signature of Dean | Recommended / Not Recommended |
| Signature of Accounts Officer(Rules / Allocation) | Budget Head to specify |
| Director (RIIL)(To specify the maximum amount that may be approved as per rule) | Recommended / Not Recommended  |
| Registrar | Recommended / Not Recommended |
| Vice Chancellor | Approved / Not Approved |

* No advance shall be given for this activity, Bill shall be submitted within one month from the date of the event and participation certificate.