** NAGALAND UNIVERSITY**

**HQ: LUMAMI,**

**ZUNHEBOTO-798627**

To,

The Registrar,

Nagaland University,

HQ: Lumami

**Sub: - Application for attending Conference / Symposia / Congress / Visiting Centre’s of Research / Workshop / Training Programme.**

**Please Tick the appropriate: Domestic International**

1. Name (in BLOCK Letters) :
2. (a). Department :

(b). Present Post held in the University with

 Date of joining :

(c). Specialization :

1. Pay Scale and current basic pay **: :**
2. Whether Permanent /Probation/ Temporary :
3. (a) Name of the Conference / Symposium / :

 Seminar / Congress / Workshop / Centre

 Centre of Research / Training / Bilateral

 Exchange Programme.

 (b) Venue :

 (c) Date :

 **6**. Whether presenting a Paper? :

 If so, attach a copy of the Abstract and letter

 of acceptance of the same.

 **7. Whether Selected or Nominated to any Office :**

 in the Conference, etc.? If so, give details

 **8**. (a) Is the Conference related to your present : Yes / No

 field or research or specialization?

 (b) What purpose is likely to be served by :

 the proposed deputation?

 *(Please attach a separate sheet)*

 **9**. Details of Conference / Symposia / Seminar / Centres of Research / Workshop / Training

 Programme attended by you during last 2 years with financial assistance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Date** | **Name of the Conference/etc** | **Venue** | **Source of Finance** |
|  |  |  |  |  |
|  |  |  |  |  |

**10**. List of Publications in Journal of International repute in the preceding three years.

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Year of Publication** | **Bibliographic Details** |
|  |  |  |
|  |  |  |

***(attach sheet if needed)***

**11**. Whether the organizers will provide partial :

 financial assistance? If so, attach details.

**12**. Whether you are getting any Financial :

 assistance from any source other than the

 organisers? Give details.

**13**. Whether Travel Grant required from NU : YES/NO ( If YES, Specify Amount)…………

**14**. Have you submitted any other application :

 for Travel Grants during the current financial

 year? If so, give details and facilities

 extended by the University

**15.** Estimated expenditure

|  |  |  |
| --- | --- | --- |
| 1. | Busfare/Train fare (internal)  |  |
| 2. | Airfare (Economic Class)  |  |
| 3. | Embarkation Fee/FTT/Visa  |  |
| 4. | Registration Fee  |  |
| 5. | Any other (DA, etc.,)  |  |
|  |  **Total** |  |

**16**. Signature of the teacher with date :

**TO BE FILLED BY THE HEAD OF THE DEPARTMENT**

**17**. No. Of Permanent teachers in the Department :

**18**. Total No. Of the Teachers recommended by the Head of the Department to attend Conference/Seminars/ Symposia/Congress etc., in the current financial year (including present application) :

**19**. Specific recommendation of the Head of the Department justifying the teachers participation in the Conference/Symposia/Seminar.

Signature, Date & Seal

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**19.** Recommendation of the Dean/Director/Principal

Signature, Date & Seal