



Request for permission to travel for academic work, conferences or student activity

(Please submit in duplicate if involves absence from classes)

1. Name of student: _____ 2. URN: _____

3. Programme: BTech/ MTech/ _____ 4. Branch: _____ 5. Semester _____

6. Purpose of travel: Academic Conference Student activity Other

7. Details of activity :

8. Place of visit : Organisation : _____ City: _____

9. Dates of business : From _____ To _____

10. Duration of absence including travel : From _____ To _____

11. Expenses :

Train fare (with concession) : _____ Bus / Local Travel : _____

Registration fees: _____ Living Expenses: _____ Total _____

12. Enclosures: Correspondence with Institution to be visited

Acceptance of paper Abstract of paper Conference brochure

Other _____

13. Signature of the student: _____ 14. Date: _____

15. Recommendation from the Faculty-in-charge, Research & Innovation Committee, SOE :

Plagiarism Check (Yes/ No) _____ Plagiarism Content _____ (in %)

Approved Not Approved Signature, RIC _____

May be permitted without any financial assistance from the University.

Approved

Not Approved

Funds will be provided from University Research grant as per rule towards Registration fee and/or fees charged by host institution.

Head, School of Engineering