

Comments form College Management

**J.D BIRLA INSTITUTE
DEPARTMENTS OF SCIENCE & COMMERCE
APPLICATION FOR PARTICIPATION IN
CONFERENCES / SEMINARS / WORKSHOPS / LECTURES**

The following form needs to be submitted in duplicate to the to the Principal's Office along with the acceptance letter for presentation from the host institution

Name :

Designation :

Department :

Leave Application Days and Dates NO. OF DAYS DATES

Details of the Conference / Seminar / Workshop / Lecture

Name / Title :

Host Institution :

Venue / Place :

Dates :

Nature of Participation ONLY DELEGATE FOR POSTER PRESENTATION FOR PAPER PRESENTATION

Title of the Paper :

Name of Authors :

Proposed Expenditure

REGISTRATION FEE	
TRAVEL	
ACCOMODATION	
FOOD	
OTHERS	
TOTAL (in Rs)	

Last Seminar Conference / Seminar / Workshop / Lecture Attended

Name / Title :

Host Institution :

Venue / Place :

Dates :

Amount paid by the college :

Special Comments, if any

Signature with Date

