



# Shri Mata Vaishno Devi University

Kakryal, Katra-182320 (J&K) INDIA

(A Statutory Technical University of J&K Legislature; recognized u/s 2(f) & 12(B) of UGC)

## **FORM NO. IRDU/09: Format for attending various International Conference/ Workshop/ Seminar/ Symposia etc.**

1. Name of the Faculty member:

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2. Designation:

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3. Name of the School:

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4. Date and Duration of the  
Conferences / Workshops /  
Seminars etc.:

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5. Place and country where the  
conference shall be held :

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6. Name of the organization  
holding the Conference /  
Workshop / Seminar/  
Symposia etc. :

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7. Request for assistance for other than PDA :

i. School Lab Development Funds (SLDF)

ii. University Funds

iii. Travel head of Sponsored Research  
Project

*[Tick the appropriate box(s)]*

8. 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]*

9. Duration of the visit for which  
Leave may be required:

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*[copy of leave format enclosed]*

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

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11. Documents to be enclosed:

- i. Copy of the invitation letter
- ii. Abstract of the paper to be presented,
- iii. No Objection Certificate with respect to the publications from the co-author(s) (if applicable)
- iv. Anti-plagiarism report
- v. Undertaking in the format.

Signature of the concerned faculty member

[Name in full:.....]

Date: .....

-----X-----

12. Head of School Recommended / Not recommended

Signature

Date: \_\_\_\_\_

13. Dean of the concerned Faculty Recommended / Not recommended

Signature

Date: \_\_\_\_\_

14. To, Registrar

15. Recommendations / Remarks of the committee members



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