



**NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY,
KARAIKAL**

FORM-1: Prior Approval for utilizing CPDA for Activity – A

1. Name:
2. Emp. No: Mobile No.:
3. Designation:
4. Department:
5. Financial Year:
6. Block Year:
7. Amount spent in Activities so far:

Activity	Amount spent in First year of the Block (I)	Amount spent in Second year of the Block (II)	Amount spent in Third year of the Block (III)	Total * (I)+(II)+(III)	Amount available for the current year ** 20__- 20__
Activity - A					
Activity - B					
Total					
	(not exceeding one lakh)	(not exceeding two lakh for first and Second year)			
Grand Total					

** : One lakh minus (*) for the first year/2 lakhs minus (*) for the second year/3 lakhs minus (*) for third year

8. Details of the proposed Activity-A:

Details of the Paper presentation		
National / International Conferences / Workshops - 20____ - 20____		
i	Title of the Paper	
ii	Name of the Conference/Workshop	
iii	Organizer of the Conference/Workshop	
iv	Venue of the Conference/Workshop (Enclose the conference brochure)	
	Date of the Conference/Workshop	
v	Whether the Paper is accepted for presentation (Enclose the acceptance letter)	YES / NO Oral / Poster
vi	Co Authors, if any	
vii	Proposed Date of Travel	
	Registration Fees	
	Visa Fees	
	TA & DA	
viii	Any other details (such as On duty)	

Encl:

1. Conference/Workshop Brochure
2. Intimation of acceptance
3. Copy of Abstract and Full paper

Proposed Activity for the present year	Proposed expenditure (in Rs.)
National / International Conferences / Workshops / Symposia / Special training programmes	
Total (The total should not exceed limit specified for this activity as per norms and Sl. No. 7)	

Certificate:

I certify that the above proposal is as per the guidelines of the CPDA norms. I take full responsibility for any clarification, refund or deduction from my salary if it is necessary as per the guidelines.

Signature of Faculty with date

Observations of the Committee

1. The abstract/paper accepted for Oral/Poster (tick the appropriate) presentation?
Oral Poster
2. Is the paper relevant to the goal and theme of the conference?
Oral Poster
3. Is the paper a piece of review work only?
Oral Poster
4. Is the conference listed under predatory/questionable category on the available online sources?
Oral Poster
5. Are multiple conferences being held simultaneously under same banner at the same time and same venue?
Oral Poster
6. Is the acceptance of the submitted abstract/paper received before the call of the paper is closed?
Oral Poster
7. Overall recommendation of the committee :

Head of the Department

Assoc. Dean (R&C)

Dean (Academics)

PART-C

Fund availability verified and checked - ACCOUNTS SECTION	
Recommended – Assoc. Dean (Faculty Welfare)	
REGISTRAR	
Approved - Director	