

Programme Application

NAME	
DESIGNATION	
DEPARTMENT	
CAMPUS	
DoJ	

Programmes attended during current Semester

S.No.	Name of the Programme	Duration	Place & Conducted By	Online / Offline	OD / SCL, In case of Offline

Current Programme Name

Date of Current Programme Date: Month: Year:

Programme Conducted by

Programme Sponsored by

Place of Programme

Confirmation letter from Organizers enclosed YES NO

Programme Brochure Attached YES NO

Alternative arrangements made for handling classes, If needed	Subject	Faculty Name	Total Altered Hour

Applicant Signature Alternative Staff Signature

With Financial Commitment YES NO

SIGNATURE OF THE APPLICANT with date

If YES specify Head of A/C:

Remarks from the HOD Programme Related / Not Related to the Department

HEAD OF THE DEPARTMENT with date

The Details given by the applicant is verified and its found correct. Hence,

Recommended/ Not - Recommended & Forwarded

DEAN