



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad

APPLICATION FOR ATTENDING CONFERENCE / INTERACTION WITH OUTSIDE WORLD

Department :

Date:

Performa for attending the following by student and staff of the College:

▪ COURSES	▪ SEMINAR	▪ BOS/AC
▪ WORKSHOP	▪ TRAINING	▪ EXAMINER
▪ CONFERENCE	▪ INVITED TALK	▪ OTHERS
▪ PROFESSIONAL ACTIVITIES	▪ EXPECT COMMITTEE MEMBER	

Note : Enclose a copy of Invitation Letter / Announcement Brochure

Name		Emp. ID / Roll No	
Designation and Department			
Name of the Activity, Place & Venue			
Duration of the activity			
Benefits expected from attending the same for the Institute and person			

The period of absence from		to	
Registration Fee if any		TA / DA requirement	
Nature of activity			

Alternate arrangement for teaching load /evaluation / other activities (if classes are being missed compensation for the same be organized before leaving for the event)

Events stated above attended in the last one year :

S. No.	Name	Report submitted	Date	Seminar presented	Date

Sir, I may be permitted to attend the same as per the details given above, I undertake to submit report and present a seminar on the same within 1 week of my return.

Date

Signature

Forwarding Remarks

Permitted / Not permitted	Approved / Not Approved
HOD	DIRECTOR