



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad

Application for Academic Leave (AL) / On Duty (OD)

Department		Date	
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Performa for attending the following by student / staff of the College:

▪ Courses	▪ Seminar	▪ BOS / AC / GB	▪ Professional Activities
▪ Workshop	▪ Training	▪ Examiner	▪ Expert Committee Member
▪ Conference	▪ Invited talk	▪ Others	

Name		Emp. ID / Roll No	
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JNTUH Unique ID	
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Designation	
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Type of Leave	ACADEMIC LEAVE (AL) / ON DUTY (OD)
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Name of the Activity, Place & Venue	
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Date of Activity	From		To	
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Title of the paper being presented	
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Benefits expected from attending the same for the Institute and person (limited to 100 words).

The period of Absence	From		To	
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Number of Days	
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Registration Fee if any	₹		TA / DA Requirement	₹	
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Alternate arrangement for teaching load /evaluation /other activities (if classes are being missed compensation for the same be organized before leaving for the event)

Academic Leaves availed in current academic 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.

Attach separate sheet with the following particulars:

- For attending conference, furnish the Title of the Paper, Details of Author/Co-Authors, Abstract of the paper and If findings presented are out of Sponsored Research Project, give details of the project.
- Attending workshop / seminar / training / summer school / winter school, furnish a copy of the program brochure and write-up clearly indicating the benefit of attending the program (limited to 100 words).
- Separate sheet may be attached for TA / DA calculation

Date:		Signature	
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Forwarding Remarks

Permitted / Not permitted	Sanctioned Amount: ₹
Comments if any:	Approved / Not Approved
HOD	Comments if any: PRINCIPAL

Copy to: 1. Individual 2. HOD 3. AAO (Entablement) 4. Principal Office	Enclosures: 1. 2. 3. 4.
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