



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KALYANI

## APPLICATION FOR APPROVAL/REIMBURSEMENT UNDER CPDA

(FOR ATTENDING EVENT/CONFERENCE (NATIONAL/INTERNATIONAL/SEMINAR/WORKSHOP/TRAINING PROGRAMME))

To: The Registrar

### Part - A : General Information

1.	Personal File No.:		3.	Designation:	
2.	Name:		4.	Department:	
			5.	Sex: (M/F)	Phone No.:
6.	(a) Blocked year of CPDA:		(b) CPDA allocated for current year:		
	(d) Total CPDA available (b+c):		(c) CPDA carried over from last year:		
	(e) Amount already claimed/approved/obtained from the CPDA in the current financial year:		(f) Net CPDA available (d-e):		
7.	Amount requested in this application (Estimated):				
	Space to show break-up:				

### Part - B : General Information

8.	Name of Event/Conference/Seminar/Workshop/Training Programme/Host Institute/Collaborator: ↓				
9.	Theme:				
10.	Venue:				
11.	From:	To:	12.	Nature of Event: (National/International)	
13.	Details of Organizer:				
14.	Purpose of Visit: (✓ sign may be used)	(a) Chairing the Session	(b) Invited Talk/Delivering Plenary Lecture/Keynote Speech		
		(c) Oral Presentation	(d) Poster Presentation		
		(e) Laboratory Visit:			
		(f) Visit for Collaborative Research:			
		(g) Any other:			
15.	Have you attended any conference/event in the past and current semester funded by IIIT Kalyani? (Yes/No) (If yes, provide details) →				
16.	Details of Paper(s):				
	(a) Number of papers to be presented:				
	(b) Title of paper(s) to be presented: (attach copy of paper)				
	(c) Nature of the paper (Single/Co-authored):				
	(d) Co-authors name, address, designation and highest qualification:				
	(e) NOC from Co-authors obtained: (Yes/No)				

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Travel Plan (from the place of work to the conference and back)					
	DATE	TIME	FROM (Place)	TO (Place)	MODE
17.					
18.	Details of financial assistance acquired/being acquired from other funding agencies and/or event organizer:				
19.	<b>Details of expected expenditure:</b>				
	Sl. No.	HEAD			AMOUNT
	1.				
	2.				
	3.				
	4.				
	5.				
<b>Total:</b>					

Note: Approval/Permission for requested visit does not mean approval of requested amount.  
Expenditure will be reimbursed as per institute rules/norms.

20.	Alternate arrangements made for academic/administrative work during the absence from IIIT Kalyani:	
21.	Nature and days of leave requested for stay: (CL/Special Leave/EL/Vacation)	

### CERTIFICATE

I certify that:

- (a) The details given above are correct.
- (b) I am a regular faculty of this institute.
- (c) If the information supplied is found to be incorrect; I will refund the entire money to the institute.
- (d) The money received will be used for the purpose for which it is sanctioned.
- (e) I will present the paper and share conference experience with the institute after attending the event.

Recommended / Not Recommended

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
(Signature of the Registrar  
with comments)

Approved / Not Approved

\_\_\_\_\_  
Signature of the Director

**NOTE:**

- (1) The candidate has to report to Faculty Coordinator about the outcome of the visit.
- (2) Leave details and work load adjustment should be verified by Faculty Coordinator before recommendation.

**ENCLOSURES:**

- (i) Announcement of the event
- (ii) Invitation letter from the event organizer/Host Institute/Collaborator
- (iii) Copy of accepted paper
- (iv) NOC from co-author (if any)