



J.D. BIRLA INSTITUTE

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

Recognised by UGC (12B & 2f)

Departments of Science, Commerce & Management

Main Campus: 11 Lower Rawdon Street, Kolkata-700020

Management Campus: 1 Moira Street, Kolkata-700017

Form No.: JDBI/STAFF/6

APPLICATION (PARTICIPATION IN CONFERENCE / SEMINAR / WORKSHOP / LECTURE)

The following form needs to be submitted in duplicate to the Principal's Office along with the acceptance letter for presentation from the host institution

Name :

Designation :

Department :

Leave Application : NO. OF DAYS DATES
Days and Dates

Details of the Conference / Seminar / Workshop / Lecture

Name / Title :

Host Institution :

Venue / Place :

Dates :

Nature of Participation : ONLY DELEGATE FOR POSTER PRESENTATION FOR PAPER PRESENTATION

Title of the Paper :

Name of Authors :

Proposed Expenditure :

REGISTRATION FEE	
TRAVEL MODE	
ACCOMODATION	
FOOD	
OTHERS	
TOTAL (in Rs)	

Last Seminar Conference / Seminar / Workshop / Lecture Attended

Name / Title :

Host Institution :

Venue / Place :

Dates :

Amount paid by the college :

Special Comments, if any

Signature of Staff (with Date)

Comments from College Management
