



MEERUT INSTITUTE OF ENGINEERING AND TECHNOLOGY

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Application for attending International / National Conference / Workshop / Symposium / FDP / Special Training
 in India & Abroad

*(For amount to be claimed, kindly refer MIET Research Policy. After taking final approval, kindly submit this application
 along with certificate and other documents to IQAC office)*

To,

The Director,

Through: Head of the Department,

Ifromwant to attend
 (name of Conference / Workshop / Sym. / FDP / Special Training etc.).....
to be held
 from.....to..... at

Details:

1. Date of proceeding to attend the above from Institute.....
2. Date of return to resume duties to Institute.....
3. I request you to kindly permit me to attend the above Conference / Seminar / Workshop / winter / summer School / Symposia / Short term Course /FDP (strike out which is not applicable) and sanction me on reimbursable basis.
4. An amount of ₹.....to attend the above, details of which is as follows:-

S.No.	Particulars	Estimated Amount
		₹
i.	Registration Fess	
ii.	Travelling Expenditure	
	(a) Within India	
	(i) Train / Air / Bus	
	(ii) Road (only local travel within city)	
	(b) Outside India	
	(i) Air	
	(ii) Road (only local travel within city)	
	Total ₹	

Date of Application:

Name & signature of Applicant

For Approval and Information –

1. HOD – For approval and Information
2. Deans - For approval and Information
3. IQAC – For information
4. Director – For Final approval