



APPLICATION FOR PARTICIPATION

Reference: Guideline for participation in conference/ seminar/ workshop/ trainings/ symposia etc. by faculty & staff of Poornima Group

Session: 20__ – 20__ Semester : ODD EVEN

Name of Employee: _____ Employee ID: _____

Designation: _____ Date of Joining: _____

Institute: _____ Department: _____ Mobile number: _____

Poornima Email ID: _____@poornima.org Activity participating in: _____

Organizing Institution: _____ Department: _____

Address: _____

Pin: _____ Dates: From _____ to _____

Category – **A: Skill & Knowledge Enhancement** **B: Technical**
Participating for 1st time / > one time in a session

Justification for participation explaining relevance to self, department and institution

Documents to be attached: 1. Program Brochure; 2. Copy of notification of activity; 3. Copy of E-Mail communications (acceptance / invitation) 4. Travel, Lodging & Boarding details

Registration Fee _____ + Traveling Expense _____ + DA _____ = Total Expenditure _____

Duration of absence from college (in hrs) _____

Signature of Applicant

Recommended by HOD / Dean / Reporting Officer	Under Category _____ (Ex. A.1, B.2)	Date, Name & Signature
Validation of performance by Registrar	Performance Grade _____ (Ex. P, A, B, C, New)	Date, Name & Signature
Approval by Campus Director	For Maximum Amount _____ (As per category & grade)	Date, Name & Signature



B : APPLICATION FOR REIMBURSEMENT

Reference: Guideline for participation in conference/ seminar/ workshop/ trainings/ symposia etc. by faculty & staff of Poornima Group

Session: 20__ – 20__ Semester : ODD EVEN
 Name of Employee: _____ Employee ID: _____
 Designation: _____ Date of Joining: _____
 Institute: _____ Department: _____ Mobile number: _____
 Poornima Email ID: _____@poornima.org Activity participating in: _____
 Organizing Institution: _____ Department: _____
 Address: _____
 Pin: _____ Dates: From _____ to _____

Category – **A: Skill & Knowledge Enhancement** **B: Technical**
Participated for **1st time** / **> one time in a session**

Documents to be attached: **1.** Form E-18A along with Program Brochure, Copy of notification of activity & Copy of E-Mail communications (acceptance / invitation); **2.** Original receipt towards payment of registration fee; **3.** Copy of certificates; **4.** Original travel tickets

Hardcopy of report submitted to HOD / Dean / Reporting Officer	submitted on _____	Name & Signature (within 5 working days)
Soft copy of report, certificate, paper & photographs of participation emailed on pic@poornima.org with CC to HOD / Dean / Reporting Officer	submitted on _____	Name & Signature (within 7 working days)
All documents verified by Registrar	<input type="checkbox"/> YES <input type="checkbox"/> NO Amount to be Reimbursed _____ (Double check category & grant)	Date, Name & Signature (within 10 working days)
Final Approval by Campus Director	Amount _____	Date, Name & Signature (within 12 working days)
Verified for reimbursement by Accounts Officer	<input type="checkbox"/> YES <input type="checkbox"/> NO For Amount _____	Date, Name & Signature (within 15 working days)