



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान

लौंगोवाल, संगरूर, पंजाब - 148 106

(शिक्षा मंत्रालय के अधीन समविश्वविद्यालय)

Sant Longowal Institute of Engineering and Technology

Longowal, Sangrur, Punjab - 148 106

(Deemed to be University under Ministry of Education, Govt. of India)

Ref. No. SLIET/Admn./A1/2020/10875-79

Dated: 06/10/2020

CIRCULAR

It has been observed that some of the faculty members are attending Short Term Course/Workshops/Training Programmes (online/offline and with/without financial liabilities) without the prior approval of the Competent Authority. The Competent Authority has viewed it very seriously and desired that henceforth prior approval of the Competent Authority is required to attend any Short Term Course/Workshop/Training Programme etc (online/offline and with/without financial liabilities), failing which neither the same be entered into service record of the concerned faculty nor any ex-post facto approval of the same will be granted.

Faculty/Staff need to submit a brief report on 'Take Away'/Learning Outcome' after attending the programme.

REGISTRAR

Copy to :

1. Director, SLIET - For kind information, please.
2. All Deans
3. All HoDs/Section In-charges : For circulation amongst faculty/staff members, please. Applications are to be submitted in prescribed format.
4. File copy

5. F.I (ACSS) - With a request to upload on the Institute website alongwith application format.

REGISTRAR

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL.
(DEEMED-TO-BE UNIVERSITY)

**APPLICATION FORM FOR SEEKING PERMISSION FOR ATTENDING SHORT TERM
COURSE/CONFERENCE**

1. Name of the employee : _____
2. Designation : _____
3. Name of the Department, where working : _____
4. Date of joining the institute : _____
5. Details of the STC/Seminars/Symposium/Workshops/International Conferences already attended/permited to attend in the current year:-

Sr.No.	Name of the Course/Conference	Period	Name of the organizers and venue

6. Name of the course/conference proposed to be attended (attach documentary proof in regard to invitation, registration fee and TA/DA etc.)
 - a) Period : _____
 - b) Name of the organizers and venue : _____
 - c) Registration fee, if any : _____
 - d)
 - Other financial liability including TA/DA : _____
 - (Schedule of journey/tour programme indicating the dates of departure and arrival of the forward journey as well as return journey including period of stay) : _____
7. How duties are proposed to be adjusted during the period of course/conference : _____

Signature of the Applicant

Specific recommendation of the HOD Concerned regarding relevancy of the course in question with the field of applicant.	
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Signature of the HOD

Specific recommendation of Dean (Academics) for faculty/Registrar for Non-Teaching	
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Signature of Dean (Academics)/Registrar

Date : _____