



दक्षिण बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF SOUTH BIHAR

SII-7, Gaya-Panchanpur Road, Village : Karhara, Post: Pathepur

P.S : Tekari, District : Gaya (Bihar) Pin-824236

FORMAT FOR APPROVAL

ORIENTATION / REFRESHER / SHORT-TERM COURSES / SEMINAR / CONFERENCE / MEETING / WORKSHOP ETC.

- Name of the Faculty : _____
- Designation with date of appointment : _____
- Department : _____
- School : _____
- Name of the Course Applied : _____
Training / workshop / Seminar/ Conference/ Meeting/ orientation / Refresher / Short term course
- Place of Training/workshop/Seminar : _____
Course applied at (Full Address) : _____
- Duration of course / programme : From _____ To _____
- Period of Duty leave applied : From _____ To _____ Total days _____
- Total working days for Training/course : _____
- Total days of weekly off / holidays : _____
- No. of faculty applied / deputed for Training programme from the Department during training period: _____
- Financial Assistance for above programme: Yes ☐ No ☐ of ₹ _____
(If yes, attached proforma for financial assistance with supporting documents)
- Alternate arrangement for Teaching & Other responsibility (with date & time if any), to be undertaken by alternate faculty :

Date	Semester	Period	Alternate Faculty	Signature of Alternate Faculty

- Details of Seminar / Training Programme attended / permitted to apply earlier :

Period		Name of the Programme	Institute	Attended / Applied
From	To			

Signature of the Faculty

- Forwarding with comment of HoD : _____

- Report about availability of leave with verification
of Sl. No. 8 by Dealing Assistant :

Head of the Department

Registrar

Approved / Not-approved
Vice-Chancellor