

**ABES Engineering College, Ghaziabad**  
**ABES Business School, Ghaziabad**

**Student's application for Permission to publish a paper in Journal/proceedings/to attend Conference/Seminar/Workshop/Paper presentation/Competition**

(Recommended permissible limit in a semester - One; can be increased at the discretion of the Director)

(To be applied minimum 7 days prior to the event)

Name: \_\_\_\_\_ Admission No.: \_\_\_\_\_ Course / Branch: \_\_\_\_\_  
 Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 Permission for: Conference ☐ Seminar ☐ Workshop ☐ Paper Presentation ☐ Competition ☐  
 Date(s) of Event 

D	D	M	M	Y	Y
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 To 

D	D	M	M	Y	Y
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 Level: National ☐ International ☐  
 Title of the event \_\_\_\_\_  
 Venue \_\_\_\_\_ Registration Fee Amt if any (Rs.) \_\_\_\_\_  
 Title of the accepted paper \_\_\_\_\_

Name of Co-author(s); if applicable, include Admission number, Name, Course, Branch and Semester:-

- (a)  
(b)  
(c)

Following documents are attached (see list of documents on the reverse, write 'NA' if not applicable):

- (a)  
(b)  
(c)

Have you and/or any other member of the team have ever been granted permission for any such activity during the current Semester earlier? – Yes / No, If Yes – give details:-

S.No	Date	Name of the Event	Venue	Registration Fee	Finance received From college	Any other information

I request the approval for the following considerations:-

- (i) Permission to attend Conference/Seminar / Workshop/Competition from \_\_\_\_\_ to \_\_\_\_\_.  
 (ii) Reimbursement of registration fee/publication fee amount Rs. \_\_\_\_\_ (max. Rs 5000)  
 (iii) T.A /D.A.(Outside NCR full for winners, 50% for participation only)– Max. AC III Tier/CC by trains other than Rajdhani&Shatabdi/max. Rs250 per day per person)  
 (iv) Award @ Rs1000 each for winners, (max Rs 10,000 for team of ten students)  
 (v) Attendance

Date: \_\_\_\_\_

Signature of the student/leader: \_\_\_\_\_

**Recommendations of the Technical Evaluation Committee:**

Keeping in view the quality of Research Paper / standard of Journal, an amount of Rs. \_\_\_\_\_ may be reimbursed towards Registration / Publication / Honorarium.

Faculty Guide  
(Name, Signature with date)

Nominated Faculty  
(Name, Signature with date)

Concerned HOD  
(Signature with date)

Approval/Recommendation of the HOD –

Specific recommendations if travel / financial assistance is recommended

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments of Dean(Acad.)if any

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Approval of the Director:-

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

- Note:** (1) After HOD'S signature document to be moved through office runners  
 (2) After approval, DOSW will make two additional copies of this form for the department (one for office & other for student); original form will be retained by the DOSW and filed for reference. In Case of hostellers an additional copy will also be sent to the concerned warden.

**Form No: S - 28: Instructions****Approval in Advance**

Prior approval is mandatory before proceeding for Conference /Seminar/Workshop/Paper Presentation/Competition. Permission would be granted only once in a semester on individual interest, but no limitation on college interest. No claims would be entertained if students move for Conference / Seminar / Workshop/ Competition without prior approval. Claim should be submitted within 15 days of the event attended.

**Types of Forms and their Availability:** Following forms are to be used by the students, these are available with the stationary shop:-

Form S-28 – Application form for Permission to attend Conference / Seminar / Workshop / Paper Presentation / Competition  
Form S-29 – Expense claim form for permission granted vide Form 34-A.

**Documents to be attached with Form S-28:-**

1. Conference / Seminar / Workshop Brochure / Invitation / Competition details highlighting Registration Fee details (if any).
2. Paper acceptance details if to be presented.
3. Paper abstract / full length of paper.

**Handling the Application Form – S-28**