



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)
Dundigal - 500 043, Hyderabad

Application for Academic Leave (AL) / On Duty (OD)

Department		Date			
Performa for attending the following by student / staff of the College:					
▪ Courses	▪ Seminar	▪ BOS / AC / GB	▪ Professional Activities		
▪ Workshop	▪ Training	▪ Examiner	▪ Expert Committee Member		
▪ Conference	▪ Invited talk	▪ Others			
Name		Emp. ID / Roll No			
JNTUH Unique ID					
Designation					
Type of Leave	ACADEMIC LEAVE (AL) / ON DUTY (OD)				
Name of the Activity, Place & Venue					
Date of Activity	From		To		
Title of the paper being presented					
Benefits expected from attending the same for the Institute and person (limited to 100 words).					
The period of Absence	From		To		
Number of Days					
Registration Fee if any	₹	TA / DA Requirement	₹		
Alternate arrangement for teaching load /evaluation /other activities (if classes are being missed compensation for the same be organized before leaving for the event)					
Academic Leaves availed in current academic year:					
S. No.	Name	Report submitted	Date	Seminar presented	Date
Sir, I may be permitted to attend the same as per the details given above, I undertake to submit report and present a seminar on the same within 1 week of my return.					
Attach separate sheet with the following particulars:					
1. For attending conference, furnish the Title of the Paper, Details of Author/Co-Authors, Abstract of the paper and If findings presented are out of Sponsored Research Project, give details of the project.					
2. Attending workshop / seminar / training / summer school / winter school, furnish a copy of the program brochure and write-up clearly indicating the benefit of attending the program (limited to 100 words).					
3. Separate sheet may be attached for TA / DA calculation					
Date:	Signature				
Forwarding Remarks					
Permitted / Not permitted	Sanctioned Amount: ₹		Approved / Not Approved		
Comments if any:	Comments if any:				
HOD			PRINCIPAL		
Copy to:	Enclosures:				
1. Individual	1.				
2. HOD	2.				
3. AAO (Entablement)	3.				
4. Principal Office	4.				