



**PERMISSION FOR ACADEMIC ACTIVITY WITH OTHER INSTITUTE**

**Part A**

**Name of Employee :**

**Designation :**

**Contact Number :**

**Part B**

**Name of Invitee Institute :**

**Address :**

**Type of Activities :** Expert / Guest Lecture / Thesis Evaluation / Examiner / Any Other (Specify).....

**Copy of Invitation Letter :** Attached/ Not attached.

**Part C**

**Date & Place of Activity :**

**Duration of Activity :**

**Nature of Leave During Activity:** CL/EL/Duty Leave /other (Specify).....(Copy attached/Not attached)

**Responsibilities :** Lecture/Labs .....  
Minor/Major Exam .....  
BTP/MTP/MBA Evaluation.....

**Income / Honorarium from the above (if applicable):**

**Any Other :** .....

**Declaration**

I declare that the above information is correct and complete to the best of my knowledge. Copy of invitation letter and leave application are attached.

**Date:**

**Signature**

**Name:**

-----**ONLY FOR OFFICIAL USE**-----

**Comments from the competent authority:** .....

Approved/Not Approved

**DIRECTOR**