

# SANTOSH



# UNIVERSITY

(Established u/s 3 of the UGC Act, 1956)

No.1 Santosh Nagar, Ghaziabad-201 009, India

Ph. No. 0120-2743419 Fax No. 0120-2741140 Email-ID: santosh@santoshuniversity.com

## OFFICE OF THE REGISTRAR

F. No. SU/2017/1173

Date: 27/11/2017

### MEMORANDUM

Subject: Grant of permission to attend 29<sup>th</sup> National conference at I.T.S Centre for Dental Studies & Research on 01.12.2017.

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**Dr. Manu Gupta**, Reader, Department of Oral Pathology, Santosh Dental College is informed that she is permitted to attend 29<sup>th</sup> National conference at I.T.S Centre for Dental Studies & Research on 01.12.2017.

The period of her absence for the above purpose will be treated as on duty leave (1 Day). TA/ DA will be paid by the University. She will be required to make necessary arrangements to look after her duties during her absence with information to the Academics Section and submit her departure and joining reports for the same.

[V. P. GUPTA]  
REGISTRAR



**Dr. Manu Gupta**,  
Reader,  
Department of Oral Pathology

Copy to:

1. PS to Vice-Chancellor
2. Dean, Santosh Dental College
3. Head of the Department of Oral Pathology
4. Department of Personnel
5. Guard file.

# SANTOSH UNIVERSITY

## APPLICATION FORM FOR SEEKING PERMISSION TO ATTEND SCIENTIFIC MEETINGS/ CONFERENCES/ SYMPOSIA/ SEMINARS/ WORKSHOPS/ SELECTION COMMITTEE MEETINGS/ TO DELIVER THE LECTURE/ CHAIRING THE SESSION/ INVITED AS EXTERNAL EXAMINERS (UG/ PG)/INVITED/ DEPUTED FOR ANY OTHER ACADEMIC ACTIVITIES IN INDIA & ABROAD

1	Name, Designation & Department	Dr. Manu Gupta Reader, Dept. of Oral Pathology
2	Email ID & Mobile No.	manugupta@gmail.com 7836994291
3	Title of the Meeting/ Conference/ Symposium/ Seminar/ Workshop/ Selection Committee/ External Examiner etc. or any other Academic activities. Please Tick (✓)	<div style="display: flex; flex-wrap: wrap; gap: 5px;"> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input type="checkbox"/> CME</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input type="checkbox"/> SYMPOSIUM</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input type="checkbox"/> SEMINAR</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input checked="" type="checkbox"/> CONFERENCE</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input type="checkbox"/> WORKSHOP</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input type="checkbox"/> SELECTION COMMITTEE</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input type="checkbox"/> NATIONAL</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input type="checkbox"/> INTERNATIONAL</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input type="checkbox"/> EXTERNAL EXAMINER</div> </div> <p>Other: _____</p>
4	City/ Country in which it is to be held	City: <u>Meerut</u> Country: <u>India</u>
5	Duration of the proposed meeting etc.	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; padding: 2px;"><input checked="" type="checkbox"/> 1 DAY</div> <div style="border: 1px solid black; padding: 2px;"><input type="checkbox"/> 2 DAY</div> <div style="border: 1px solid black; padding: 2px;"><input type="checkbox"/> 3 DAY</div> </div>
6	Name of the organizing/ inviting Institutions along with Title of Meeting/ Conference, etc.	ITS Centre of Dental Studies & Research
7	Date of departure	1/12/2017
	Arrival after attending the meeting etc.	2/12/2017
8	Are you presenting any Scientific Paper/ Chairing session/ delivering lecture during the period of attending the meeting etc. (enclosed documentary evidence) or participants only (please indicate clearly). Please Tick (✓)	<div style="display: flex; flex-wrap: wrap; gap: 5px;"> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input type="checkbox"/> SCIENTIFIC PAPER</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input checked="" type="checkbox"/> CHAIRING</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input type="checkbox"/> DELIVERING LECTURE</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input type="checkbox"/> POSTER</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;"><input type="checkbox"/> JUST ATTENDING</div> </div>
9	Name of the funding agency (self or other)	<input type="checkbox"/> SELF Other <u>Santosh University</u>

10	How the participation in meeting/ conference/ symposium/ seminar/ workshop/ short term trainings/ any other academic activities etc. in question helps in his work at the Institute.	
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Certified that the details furnished above by me are correct to the best of my knowledge and nothing has been concealed. I also undertake that I will furnish the participation certificate as soon as I return from the same.

*Mamun Gupta*

(Signatures & date of the Applicant)

- Note:** - 1. While forwarding the applications, Head of the Department should ensure that 50% of the total strength of faculty (in position) of the concerned Department should be available in the Department during the duration of the meeting/ conference/ symposium/ workshop/ short term training/ any other academic activities in question.
2. **Enclose evidence**
  3. **Attach Invitation Letter**
  4. **Permission will be sent by Email**
  5. **The attendance certificate is required to be submitted after attending the Meeting/ Conference.**

**1. RECOMMENDATIONS OF THE HEAD OF THE DEPARTMENT WHETHER**

**RECOMMENDED or NOT RECOMMENDED**

*Seema Sharma*

Signatures & date of the HOD

**1. THROUGH THE DEAN, SANTOSH MEDICAL/ DENTAL COLLEGES / MEDICAL SUPERINTENDENT WHETHER**

**RECOMMENDED or NOT RECOMMENDED**

*Yash*

Signatures & date of the Dean concerned  
Medical Superintendent

To,

The Vice-Chancellor,  
Santosh University,  
Ghaziabad.