

National Institute of Technology Calicut
Office of the Dean Faculty Welfare

Dean (FW)/CPDA/2024-27

Dated 10/07/2024

CIRCULAR

Sub: International Travel request - Guidelines for attending conferences, symposiums, seminars, etc.

The requests for international travel for presenting papers and attending conferences, symposiums, seminars, etc. will be processed every three months (see Table). As per this, the faculty shall submit application for foreign travel to the office of the Dean Faculty Welfare on quarterly basis on or before 15th day of June, September, December and March of each financial year and at least three months prior to the intended departure date.

Requests for urgent processing will be admitted only on valid reasons with proof(s) on a case to case basis.

1 st Quarter	1 st April to 30 th June
2 nd Quarter	1 st July to 30 th September
3 rd Quarter	1 st October to 31 st December
4 th Quarter	1 st January to 31 st March


10/07/2024
Dean (FW)