



NARULA INSTITUTE OF TECHNOLOGY

81, Nilgunj Road, Agarpara, Kolkata-700109

REPORT ON SEMINAR / CONFERENCE / WORKSHOP

1. Name of the Participant: _____
(in block letter)

2. Department: _____ 3. Designation _____

4. Category : Faculty TA Other Staff

5. Sponsorship : NIT Self

6. Title of the Seminar _____

7. Seminar Organized by _____

8. Duration _____ 9. Total Participant _____

10. Topics Discussed

- 1.
- 2.
- 3.
- 4.
- 5.

11. Name of the speakers(with Contact Nos. , if possible)

- 1.
- 2.
- 3.
- 4.
- 5.

12. Name of Other Participating Institutes:

- 1.
- 2.
- 3.
- 4.
- 5.

13. Brief Report on the Deliberation of the Seminar (To be attached as Annexure-I):

14. Presentation given at NIT on _____

15. Presentation Attended by : Faculty Students

Date :

.....
Signature of the Participant

Comments By HOD (with special emphasis on how NIT has been benefited):

.....
Signature of HOD

.....
Signature of Principal

.....
Signature of Director

Post- Training / Seminer Report

Name of the Participant:

(in block letter)

Designation:

Department:

Training Type: _____(vestibule/ workshop/conference/seminer)

Venue: _____

Subject if Training: _____

Names of Trainer / Speaker: _____

Duration(No of hours/days) _____ from _____ to _____

Conducted by _____

Sponsorship Exists: **Y / N**, if yes, then specifying the name of Sponsoring

authority _____

Report (in brief) on Training : _____

Self –Evaluation (Level of Knowledge Acquisition): _____

Signature of Employee with Date

Approved by-

Director , NIT



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OFFICE ORDER

All faculty and staff members of NIT are advised to submit a report in prescribed format (attached herewith) after attending Seminars / Conferences / workshops sponsored by either NIT or staff.

Such reports would be placed in personal file of respective staff for records and consideration, whenever required.

**Prof. S. Sengupta
Director**

**bc: Principal
All HODs/ TICs
Registrar / Executive(HR)
Asstt. Librarian**