** An Autonomous Institution, Pennalur, Sriperumbudur Taluk 602 117**

**Office of the Dean Research**

**Permission Form-Stay back for Research**

Ref. No. : SVCE/NSR/2022-2023/ Date :

**Details of the Faculty**

1. Name of the Faculty/Research Scholar:
2. Designation :
3. Name of the Department :
4. Mobile No.: Alternate Mobile No.(Residence):
5. Address for Communication :
6. Name of the Supervisor :

(if applicable)

**Declaration**

**I/We** …………………………………………………………………………………………….

stay back to carry out my/our research activities. I/we follow the instructions (see reverse).

**Signature of the Faculty/Scholar**

**HOD Warden**

**Approved by The Principal Dean(Research)**

**Instructions- Stay back for Research**

1. Faculty members are requested to submit **two copies** of the permission form for Stay back and the same applicable for Research scholars (RS) with the consent of the Supervisor.

One copy to office of Dean (Research)

Second copy to Warden-SVCE Hostel

1. Faculty are allowed to take Evening Snacks with tea/coffee, Dinner and Breakfast with Coffee/Tea. Members are requested to pay the charges **in the Hostel mess** and the same reimbursed from the respective Head of the Department through imprest cash.

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| --- | --- | --- |
| **Description** | **Timings** | **Amount (in Rs.)** |
| **Snacks with Tea/coffee** | **3.30 pm to 4.30 pm** | **Rs. 15/-** |
| **Dinner** | **7.00 pm to 8.30 pm** | **Rs. 35/-** |
| **Breakfast with Tea/Coffee** | **7.00 am to 8.30 am** | **Rs. 35/-** |
| **Lunch (Next day)** | **12.00pm to 12.30 pm** | **Rs. 35/-** |

1. Faculty should follow the above mentioned mess timings.
2. Faculty can stay in Hostel depending upon the availability of the Rooms in Hostel or in the respective work place.
3. Faculty is responsible for keeping lock and keys for the safety aspects.