

**APPLICATION FOR TRAVEL GRANT  
FOR ATTENDING THE INTERNATIONAL CONFERENCE/  
CONGRESS/SEMINAR/SYMPOSIUM ETC. ABROAD**

CHECK-LIST DOCUMENTS ENCLOSED	
1. NAME .....	1. Programme/ Brochure of the conference <input type="checkbox"/>
2. DESIGNATION.....	2. Invitation to attend Conference/ Chairing Session <input type="checkbox"/>
3. DEPARTMENT .....	3. Acceptance of Paper <input type="checkbox"/>
4. (a) Date of birth.....	4. Air Fare Certificate <input type="checkbox"/>
	5. Bio-data Showing Publication, Researches, Experience & Other Academic Achievement. <input type="checkbox"/>
(b) Date of first continuous appointment.....	6. Abstract of the Paper <input type="checkbox"/>
(C) Date of confirmation.....	7. Total Enclosures <input type="checkbox"/>

5. Details of Conference/Congress etc. to be attended now. (Please attach zerox copy of the announcement and Programme)

A. Title of Paper*	** Whether the paper accepted or invited to Chair/Co-chair	Palace & Country	Date	
			From	To

(B) Mode of Presentation (please tick) ORAL  / POSTER

\* Please attach abstract of the Paper:

\*\* Please attach Xerox copies of the acceptance of the paper. No Travel grant will be provided for Poster Presentation. However if the applicant obtain atleast 60% Travel Grant from any other recognized agency like INSA, CSIR.DST etc., the University may consider the application for Travel Grant.

(C) Whether the paper proposed to be presented is based on the research work done by the applicant or by his Research Scholar.

6. Name of the author of the Paper
- a. Main author
  - b. Co-author(s)
  - c. No Objection Certificate: I/ We have on objection if the paper is presented by the applicant.

Signature (s) 1..... 2..... 3.....

7. (a) Amount of the Air Fare (Economy Class/ Excur sion) supported by an Air Fare Certificate issued by the Air India office.
- (b) Amount of Registration Fee
- (c) Any other expenditure

8. Details of the expenditure expected to be met by any of the agencies like;
- (i) The organizers of the Conference
  - (ii) INSA/UGC etc.  
(A photocopy of the relevant letter be attached.)
  - (iii) Whether local Hospitality is being provided by the organizers of the conference
  - (iv) If not, then how do you propose to meet the maintenance during the said period of your stay abroad.

9. Particulars of the International/Seminar/Symposium etc, if any, attended abroad during the last three years

S. No.	International Conference etc.	Duration	Particulars of sanction		
			Letter No.& Date	Amount	Funding Agency

I certify that the information mentioned in this application is true and nothing has been cancelled.

Dated :

Signature of the Applicant

10. Remarks/ Recommendation of the Chairman/Head:

A. Recommended .....

- (a) Whether the subject of the conference is related to the sphere of duties and beneficial to the Department? Yes/No
- (b) Whether the teaching arrangement has been made Yes/No
- (c) Whether the funds are available under the head 'Contingency' for the purpose of payment of the 50% Registration fee (This will not apply in the case of Faculty of Engg. and Tech.) Yes/No
- (d) The paper to be presented has not been read/ presented in any Conference/Seminar etc.

(B) Not recommended because .....

Date

(.....)  
Signature of the Chairman

Note: **If no funds are available in the contingency for payment of Registration fee then please do not recommended the case.**

11. \*Specific Remarks/ recommendation of the dean:

(.....)  
Dated

(.....)  
Signature of the Dean

\*Specific Remark/Recommendation may please be given here forwarding application is not enough.

#### INSTRUCTION TO THE APPLICANT

- A. Applications (complete in all respect) must be submitted atleast two months before the date of the Conference
- B. Incomplete application will not be processed.
- C. All required document may please be enclosed