

Guidelines for Eligibility and Quantum of Grants for Attending International Conference/Seminar/Symposium/Workshop outside India

Introduction

- This Guideline is for providing financial assistance to permanent faculty members and PhD students of Sikkim University to present research papers as Keynote Speaker/Invited Speaker/Oral Presenter in International Conference/Seminar/Symposium/Workshop outside India organised by duly recognised Universities/Research Institutes/International Societies/Academics/Associations.
- However, financial assistance is not given for poster presentation and/or panel discussion or participant as audience in International Conference/Seminar/Symposium/Workshop abroad.
- Financial assistance is also not given to attend dubious or predatory Conference/Seminar/Symposium/Workshop abroad.

Objectives

- To enable the permanent faculty members and PhD students of Sikkim University to present their research findings in International academic/research forum or platform.
- To interact with scientists and scholars of other countries and exchange/sharing their views and findings.
- To establish collaboration/networks/contacts with Universities/Research Institutes of other countries for benefits of Sikkim University.

Eligibility to apply:

- Faculty member should have completed 1 year of regular service in Sikkim University.
- Minimum 36 months gap shall be maintained for availing International Conference/Seminar/Symposium/Workshop outside India.
- Only those registered PhD students of the University who have minimum 1 year of research experience with evidence of original works shall be eligible.

Nature of Financial Assistance

- The financial assistance for air-fare, visa fees, registration fees and per diem shall be paid within maximum amount as follows:
 - a) Rs. 40,000/- for Asia (SAARC countries)
 - b) Rs. 50,000/- for Asia-Pacific
 - c) Rs. 60,000/- for Africa and South America
 - d) Rs. 75,000/- for Europe and North America

- **Conveyance claim:** Persons selected for participation should travel by shortest route in economy air fare in Air India.
- **Per Diem Payment:** For the payment of daily allowance or per diem in dollars, the Government of India's rates shall be followed.
- An advance of 80% of total claim shall be released before she/he leaves the country to attend the International Conference/Seminar/Symposium/Workshop.
- The entire amount due to the applicant shall be disbursed after the conference is over provided filled up Claim Form with necessary relevant documents and vouchers are submitted by the applicant.

Procedure for Application

- Desirous applicants for seeking financial support shall apply in Prescribed Application Format (Annexure I) at least three months before the date of the International Conference/Seminar/Symposium/workshop through Head/In-charge of the Department, or in case of HoD/IC through the Dean of concerned School to the Vice-Chancellor. In case of Dean, application should be directly addressed to Vice-Chancellor.
- The application must be accompanied with one hard and one soft copy of Letter of Invitation as Keynote Speaker/Invited Speaker/Oral Presenter from Organizing Committee; Abstract and Full Paper (if accepted).
- In case of two or more applications for the same paper(s) only one application will be considered and priority will be given to the first author.
- Proposals of applicants shall be evaluated by the Committee appointed by the University on the basis of available fund for the purpose in each financial year.
- Incomplete applications will not be considered.

Submission of the Claim

In order to ensure prompt action in releasing the grant, the applicant shall submit the following documents within one month after the Conference/Seminar/Symposium/workshop is over:

- A statement of account giving full details of expenditure incurred on various items shall be filled up in Annexure II.
- Original cash memo/receipt may be enclosed with the claim.
- The details of assistance received or facilities provided by the organisers of the conference or any other similar Indian/foreign agency.
- A brief report (2 pages) on the participation in the conference.
- Xerox copy of certificate of participation in the conference.

SAMPLE FORMAT (For Faculty members)

Annexure -I

Application Form for attending Conference/ Seminar etc. Outside India

SL	Details
1	Name (In Block Letters):
2	Date of Birth and Age:
3	Sex (Male/Female) :
4	Designation and Department:
5	Date of joining in Sikkim University:
6	Mobile Number: 7. E-mail:
8	Basic Salary:
9	Title of paper/lecture to be presented /delivered (Attached accepted Abstract):
10	List of peer-reviewed or UGC listed journals and books/book-chapter with ISBN in the specific field (h-index and cumulative Impact factors, if any) (attach separate sheets):
11	Name/title of the conference to be attended:
12	Name of the organizers with complete address:
13	Name of the country and town where the conference will be held:
14	Duration of the conference (date, month & year):
15	The role of the applicant in the conference/seminar/symposium (a) Delivering a Key-note lecture (attach invitation letter showing an applicant as Invited Key-note Speaker with abstract)

	(b) Presenting an Invited Speaker/Oral Presenter (attach invitation letter showing an applicant as Invited Speaker with abstract and full paper)																																
16	Indicate whether the paper has been co-authored. In case it is co-authored give names of the authors along with their addresses:																																
17	Whether 'no-objection' certificate (s) from the co-author (s) have been enclosed ?(attach photocopy of the certificate(s):																																
18	Indicate the complete travel plan from the proposed date and time of departure from the place of working to the conference and back (attach Tour Programme with budgets).																																
19	Indicate the amount to be paid to the organizers as registration fee (copy of the Registration Form to be enclosed)																																
	<table border="1"> <thead> <tr> <th>Sources</th> <th>Amount (Rs.)</th> <th>Expenses</th> <th>Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>a)Sikkim University:</td> <td></td> <td>(a) Travel within India to reach the nearest airport and back.</td> <td></td> </tr> <tr> <td>b)</td> <td></td> <td>(b) International Travel-Airfare (both ways)</td> <td></td> </tr> <tr> <td>c)</td> <td></td> <td>(c) Registration fee, if any</td> <td></td> </tr> <tr> <td>d)</td> <td></td> <td>(d) Visa fee</td> <td></td> </tr> <tr> <td></td> <td></td> <td>(e) Per-diem required (indicate the number of days and the rate)</td> <td></td> </tr> <tr> <td></td> <td></td> <td>f) Others(Pl. Specify).....</td> <td></td> </tr> <tr> <td>Total (in Rs.):</td> <td></td> <td>Total (in Rs.):</td> <td></td> </tr> </tbody> </table>	Sources	Amount (Rs.)	Expenses	Amount (Rs.)	a)Sikkim University:		(a) Travel within India to reach the nearest airport and back.		b)		(b) International Travel-Airfare (both ways)		c)		(c) Registration fee, if any		d)		(d) Visa fee				(e) Per-diem required (indicate the number of days and the rate)				f) Others(Pl. Specify).....		Total (in Rs.):		Total (in Rs.):	
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c)		(c) Registration fee, if any																															
d)		(d) Visa fee																															
		(e) Per-diem required (indicate the number of days and the rate)																															
		f) Others(Pl. Specify).....																															
Total (in Rs.):		Total (in Rs.):																															
20	Has the applicant approached the organizers/any other agency to, if yes, indicate the latest position and the amount likely to be made available (attach documentary evidence): e.g. (a) Waive registration fee, (b) Support air travel, (c) Get the maintenance allowance, (d) Support board and lodging and (e) Any other (specify)																																
21	Has the applicant availed the financial assistance from the University during last 36 months for attending National and International seminar/conference/symposium ? YES/NO (a) If 'YES' give the details in the following table:																																
	21. a) Place and dates of the conference/seminar/workshop:																																
	21. b) Financial Assistance availed in Rupees:																																

	21. c) Proposed date of joining duty in the University after the conference/seminar/workshop is over:
25	Any other information the applicant would like to give in support of the case:

I certify that

- (a) The details given above are correct.
- (b) If the information supplied is found to be incorrect at a later date, I shall refund the entire amount to the University.
- (c) The amount received will be used for the purpose for which it is requested.
- (d) In case financial assistance is received from the organizers or any other agency, I shall refund back the amount granted by the University.
- (e) I shall abide by the decision of the University.
- (f) I shall acknowledge the financial assistance of the University in my presentation and also in publications or proceeding, if any.
- (g) I shall submit one page report with one photograph of mine showing the banner of the Conference or photograph of my presentation to Registrar for uploading in SU Website.

Place:

Date:

(Signature of the applicant)

Full name : _____

Designation: _____

Department _____

Forwarded by:

(Signature and Date)
Head/In-charge/Dean

Full name : _____

Designation: _____

Department _____

Format for Claiming Re-imbursement

Travel Grant Scheme to attend International Conference/Seminar/Symposium/Workshop
Outside India.

1. Name : _____
2. Designation : _____
3. Department : _____
4. Approved Amount(Rs.): _____
5. No. & Date of University Approval: _____
6. Name, Venue, City and Country of Conference attended: _____
7. Duration of the Conference attended: _____
8. Duration of the stay abroad: _____
9. Detail of actual expenditure incurred(Original Documents attached):
 - a) Travel total (Filled up Forms) : Rs. _____
 - b) Registration fee paid. :Rs. _____
 - c) Visa Fee paid :Rs. _____
 - d) Per diem : Rs. _____
 - e) Airport tax paid :Rs. _____
 - f) Conversion rates, if any :Rs. _____
 - g) Others expenses, if any :Rs. _____
- TOTAL Rs.:** _____
10. Advance Received from University : _____
11. Assistance received from Others : _____
(DBT/INSA/DST/ICAR/CSIR/ICSSR etc.)
12. Balance amount to be reimbursed by the University: _____

Certified that

1. The details gives above are correct and if the information is found to be incorrect on a later date, entire amount shall be refunded to the University.
2. The expenditure has been utilized for the purposes for which it has been approved in accordance with the terms and conditions laid down by the University.
3. In case, I receive any financial assistance from the organizers or any other agency in future, the excess amount paid by the University shall be refunded.

Date:

Signature of
Teacher

Forwarded

Signature of HOD/In-Charge _____

Name of HOD/In-Charge: _____

SAMPLE FORMAT (For Student)

Annexure I

Application Form for attending Conference/ Seminar etc Outside India

SL	Details
1	Student Name (Block Letters):
2	Date of Birth and Age:
3	Sex (Male/Female) :
4	Mobile Number: 5. E-mail:
6	Course studying :
7	Name of Department:
8	Date of Admission in Sikkim University:
9	Roll No:
10	Fellowship/Scholarship details(if any):
11	Semester Fees Paid till and Date Of payment:
12	Title of paper/lecture to be presented /delivered (Attached accepted Abstract):
13	List of peer-reviewed or UGC listed journals and books/book-chapter with ISBN in the specific field (h-index and cumulative Impact factors, if any) (attach separate sheets):
14	Name/title of the conference to be attended:
15	Name of the organizers with complete address:
16	Name of the country and town where the conference will be held:
17	Duration of the conference (date, month & year):
18	The role of the applicant in the conference/seminar/symposium: (c) Presenting an Invited Speaker/Oral Presenter (attach Invitation/Acceptance letter)
19	Indicate whether the paper has been co-authored. In case it is co-authored give names of the authors along with their addresses:

20	Whether 'no-objection' certificate (s) from the co-author (s) have been enclosed ?(attach photocopy of the certificate(s):																																
21	Indicate the complete travel plan from the proposed date and time of departure from the place of working to the conference and back (attach Tour Programme).																																
22	Indicate details of proposed expenses including to be paid including registration fee and sources of such visit:																																
	<table border="1"> <thead> <tr> <th>Sources</th> <th>Amount (Rs.)</th> <th>Expenses</th> <th>Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>a)Sikkim University:</td> <td></td> <td>(a) Travel within India to reach the nearest airport.</td> <td></td> </tr> <tr> <td>b)</td> <td></td> <td>(b) International Travel-Airfare (both ways)</td> <td></td> </tr> <tr> <td>c)</td> <td></td> <td>(c) Registration fee, if any</td> <td></td> </tr> <tr> <td>d)</td> <td></td> <td>(d) Visa fee</td> <td></td> </tr> <tr> <td></td> <td></td> <td>(e) Per-diem required (indicate the number of days and the rate)</td> <td></td> </tr> <tr> <td></td> <td></td> <td>f) Others(Pl. Specify).....</td> <td></td> </tr> <tr> <td>Total (in Rs.):</td> <td></td> <td>Total (in Rs.):</td> <td></td> </tr> </tbody> </table>	Sources	Amount (Rs.)	Expenses	Amount (Rs.)	a)Sikkim University:		(a) Travel within India to reach the nearest airport.		b)		(b) International Travel-Airfare (both ways)		c)		(c) Registration fee, if any		d)		(d) Visa fee				(e) Per-diem required (indicate the number of days and the rate)				f) Others(Pl. Specify).....		Total (in Rs.):		Total (in Rs.):	
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d)		(d) Visa fee																															
		(e) Per-diem required (indicate the number of days and the rate)																															
		f) Others(Pl. Specify).....																															
Total (in Rs.):		Total (in Rs.):																															
23	Has the applicant approached the organizers/any other agency to, if yes, indicate the latest position and the amount likely to be made available (attach documentary evidence): e.g. (a) Waive registration fee, (b) Support air travel, (c) Get the maintenance allowance, (d) Support board and lodging and (e) Any other (specify)																																
21	Has the applicant availed the financial assistance from the University during last 36 months for attending Seminar/conference/symposium outside India: YES/NO If 'YES' give the details:																																
	21. a) Place and dates of the conference/seminar/workshop:																																
	21. b) Financial Assistance availed in Rupees:																																
	21. c) Proposed date of joining duty in the University after the conference/seminar/workshop is over:																																
22	Any other information the applicant would like to give in support of the application:																																

I certify that

- (h) The details given above are correct.
- (i) If the information supplied is found to be incorrect at a later date, I shall refund the entire amount to the University.
- (j) The amount received will be used for the purpose for which it is requested.
- (k) In case financial assistance is received from the organizers or any other agency, I shall refund back the amount granted by the University.
- (l) I shall abide by the decision of the University.
- (m) I shall acknowledge the financial assistance of the University in my presentation and also in publications or proceeding, if any.
- (n) I shall submit one page report with one photograph of mine showing the banner of the Conference or photograph of my presentation to Registrar for uploading in SU Website.

Place:
Date:

(Signature of the applicant)

Forwarded by:

(Signature and Date)
Research Guide
Full name : _____
Designation: _____
Department _____

(Signature and Date)
Head/In-charge/Dean
Full name : _____
Designation: _____
Department _____

Format for Claiming Re-imbusement

Travel Grant Scheme to attend International Conference/Seminar/Symposium/Workshop
Outside India.

13. Name of Student : _____
14. Course: : _____
15. Department : _____
16. Date of admission : _____
17. Roll No. : _____
18. Approved amount(Rs.): _____
19. No. & Date of University Approval: _____
20. Name, Venue, City and Country of Conference attended: _____
21. Duration of the Conference attended(Certificate attached): _____
22. Detail of actual expenditure incurred(Original Documents attached):
- | | |
|------------------------------------|-------------|
| h) Travel total (Filled up Forms) | : Rs. _____ |
| i) Registration fee paid. | :Rs. _____ |
| j) Visa Fee paid | :Rs. _____ |
| k) Per diem | : Rs. _____ |
| l) Airport tax paid | :Rs. _____ |
| m) Conversion rates, if any | :Rs. _____ |
| n) Others expenses, if any | :Rs. _____ |
| TOTAL Rs.: _____ | |
23. Advance Received from University :
24. Assistance received from Others :
(DBT/INSA/DST/ICAR/CSIR/ICSSR etc.)
25. Balance amount to be reimbursed by the University:

Certified that

4. The details gives above are correct and if the information is found to be incorrect on a later date, entire amount shall be refunded to the University.
5. The expenditure has been utilized for the purposes for which it has been approved in accordance with the terms and conditions laid down by the University.
6. In case, I receive any financial assistance from the organizers or any other agency in future, the excess amount paid by the University shall be refunded.

Date:

Signature of Student

Name & Signature of Supervisor _____

Signature of HOD/In-Charge _____

Guidelines for Eligibility and Quantum of Grants for Attending Conference/Seminar/Symposium/Workshop within India

Introduction

- This Guideline is for providing financial assistance to permanent faculty members and PhD students of Sikkim University to present research papers as Keynote Speaker/Invited Speaker/Oral Presenter/Performance (for Music Department) in National or International Conference/Seminar/Symposium/Workshop within India organised by Universities/Research Institutes/International Societies/Academics/Associations.
- However, financial assistance is not given for poster presentation and/or panel discussion or participant as audience in National/International Conference/Seminar/Symposium/Workshop.
- Financial assistance is also not given to attend dubious or predatory Conference/Seminar/Symposium/Workshop organised.

Objectives

- To enable the faculty members and students of Sikkim University to present their research findings in National or International academic/research forum or platform.
- To interact with scientists and scholars of other Universities and exchange/sharing their views and findings.

Eligibility to apply:

- Faculty member should have completed 1 year of regular service in Sikkim University.
- Financial assistance to attend in National/International seminar/conference/workshop within India shall be availed only once in a year.

Nature of Financial Assistance

- The financial assistance for bus/rail fare/air-fare, registration fees and accommodation within maximum amount shall be paid as follows:
 - a) Rs. 15,000/- for regular faculty members.
 - b) Rs. 10,000/- for students.
- **Conveyance claim:** Applicants selected for participation should travel by AC II tier or the cheapest economy air ticket in Air India.

- An advance of 50% of total claim shall be released to attend the National/International Conference/Seminar/Symposium/Workshop.
- The entire amount due to the applicant shall be disbursed in one instalment after the conference is over provided filled up Claim Form with necessary relevant documents and vouchers are submitted by the applicant.

Procedure for Application

- Applicants for seeking financial support shall apply in Prescribed Application Format (Annexure I) at least two months before the date of the National/International Conference/Seminar/Symposium/workshop through Head/In-charge of the Department, or in case of HoD/IC through the Dean of concerned School to the Vice-Chancellor. In case of Dean, application should be addressed to Vice-Chancellor.
- The application must be accompanied with one hard and one soft copy of Letter of Invitation as Invited Speaker/Oral Presenter from Organizing Committee; Abstract and Full Paper (if accepted).
- In case of two or more applications for the same paper(s) only one application will be considered and priority will be given to the first author.
- Proposals of applicants shall be evaluated by the Committee appointed by the University on the basis of available fund for the purpose in each financial year.
- Incomplete applications will not be considered.

Submission of the Claim

In order to ensure prompt action in releasing the grant, the applicant shall submit the following documents within one month after the conference is over:

- A statement of account giving full details of expenditure incurred on various items filled up in Annexure II.
- Original cash memo/receipt enclosed with the claim.
- The details of assistance received or facilities provided by the organisers of the conference or any other similar Indian/foreign agency.
- A brief report (2 pages) on the participation in the conference.
- Xerox copy of certificate of participation in the conference.

SAMPLE FORMAT (For Faculty members)

Annexure I

Application Form for attending Conference/ Seminar etc Within India

SL	Details
1	Name :
2	Date of Birth and Age:
3	Sex (Male/Female) :
4	Designation and Department:
5	Date of joining in Sikkim University:
6	Mobile No.:
7	E-mail:
8	Basic Salary:
9	Title of paper/lecture to be presented/delivered (Attached accepted Abstract):
10	List of peer-reviewed or UGC listed journals and books/book-chapter with ISBN in the specific field (h-index and cumulative Impact factors, if any) (attach separate sheets):
11	Name/title of the conference to be attended:
12	Name of the organizers with complete address:
13	Name of city and state where the conference will be held:
14	Duration of the conference (date, month & year):
15	The role of the applicant in the conference/seminar/symposium : Keynote Address/ Invited Speaker/Oral Presenter/Performer in Music (attach invitation letter showing an applicant as Invited Speaker with abstract and full paper)

16	Indicate whether the paper has been co-authored. In case it is co-authored give names of the authors along with their addresses:	
17	Whether 'no-objection' certificate (s) from the co-author (s) have been enclosed ?(attach photocopy of the certificate(s):	
18	Indicate the complete travel plan from the proposed date and time of departure from Gangtok to the conference and back (attach Tour Programme with budgets).	
19	Indicate the amount to be spent under heads:	
	Heads	Amount(Rs.)
	(a) Travel cost:	
	(b) Registration fee:	
	(c) Hotel/ Guest House (entitlement as per University norm):	
	Total (in Rs.):	
20	Has the applicant approached the organizers/any other agency to, if yes, indicate the latest position and the amount likely to be made available (attach documentary evidence): For (a) Waive registration fee, (b) Support air travel, (c) Accommodations/DA, etc.	
21	Has the applicant availed the financial assistance from the University during last 12 months for attending National and International seminar/conference/symposium? YES/NO (a) If 'YES' give the details in the following table:	
	21. a) Place and dates of the conference/seminar/workshop:	
	21. b) Financial Assistance availed in Rupees:	
22	Any other information the applicant would like to give in support of the case:	

I certify that

- (a) The details given above are correct.
- (b) If the information supplied is found to be incorrect at a later date, I shall refund the entire amount to the University.
- (c) The amount received will be used for the purpose for which it is requested.
- (d) In case financial assistance is received from the organizers or any other agency, I shall refund back the amount granted by the University.
- (e) I shall abide by the decision of the University.
- (f) I shall acknowledge the financial assistance of the University in my presentation and also in publications or proceeding, if any.
- (g) I shall submit one page report with one photograph of mine showing the banner of the Conference or photograph of my presentation to Registrar for uploading in SU Website.

Place:

Date:

(Signature of the applicant)

Full name : _____

Designation: _____

Department _____

Forwarded by:

(Signature and Date)

Head/In-charge/Dean

Full name : _____

Designation: _____

Department _____

Format for Claiming Re-imburement

Proforma for claiming re-imburement of the expenditure incurred to attend International Conference/Seminar/Symposium/Workshop within India

1. Name : _____
2. Designation and Department:_____
3. Approved Amount(Rs.) :_____
4. No. & Date of University Approval: _____
5. Name, Venue, City and State of Conference attended:_____
6. Duration of the Conference attended: _____
7. Detail of actual expenditure incurred(Original Documents attached):
 - a) TA/DA Total (Filled up Form) : _____
 - b) Registration fee paid. :_____
 - c) Hotel/ Guest House Accommodation :_____
 - d) Others expenses, if any :_____

TOTAL Rs.:_____
8. Advance Received from University : _____
9. Assistance received from Others : _____
(DBT/INSA/DST/ICAR/CSIR/ICSSR etc.)
10. Balance amount to be reimbursed by the University: _____

Certified that

1. The details gives above are correct and if the information is found to be incorrect on a later date, entire amount shall be refunded to the University.
2. The expenditure has been utilized for the purposes for which it has been approved in accordance with the terms and conditions laid down by the University.
3. In case, I receive any financial assistance from the organizers or any other agency in future, the excess amount paid by the University shall be refunded.

Date:

Signature of Teacher

Forwarded

Signature of HOD/In-Charge_____

Name of HOD/In-Charge:_____

SAMPLE FORMAT (For Student)

Annexure I

Application Form for attending Conference/ Seminar etc Within India

SL	Details
1	Student Name (Block Letters):
2	Date of Birth and Age:
3	Sex (Male/Female) :
4	Mobile Number: 5. E-mail:
6	Course studying :
7	Name of Department:
8	Date of Admission in Sikkim University:
9	Roll No:
10	Fellowship/Scholarship details(if any):
11	Semester Fees Paid till and Date Of payment:
12	Title of paper/lecture to be presented /delivered (Attached accepted Abstract):
13	List of peer-reviewed or UGC listed journals and books/book-chapter with ISBN in the specific field (h-index and cumulative Impact factors, if any) (attach separate sheets):
14	Name/title of the conference to be attended:
15	Name of the organizers with complete address:
16	Name of the country and town where the conference will be held:
17	Duration of the conference (date, month & year):
18	The role of the applicant in the conference/seminar/symposium: (a) Presenting an Invited Speaker/Oral Presenter (attach Invitation/Acceptance letter)
19	Indicate whether the paper has been co-authored. In case it is co-authored give names of the authors along with their addresses:

20	Whether 'no-objection' certificate (s) from the co-author (s) have been enclosed ?(attach photocopy of the certificate(s):												
21	Indicate the complete travel plan from the proposed date and the place of working to the conference and back (attach Tour Programme).												
22	Indicate details of proposed expenses: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Purpose</th> <th style="width: 20%;">Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>a) Travel Expenses</td> <td></td> </tr> <tr> <td>b) Registration fee, if any</td> <td></td> </tr> <tr> <td>c) Accommodation exp, if any</td> <td></td> </tr> <tr> <td>d) Others(Pl. Specify).....</td> <td></td> </tr> <tr> <td style="text-align: right;">Total (in Rs.):</td> <td></td> </tr> </tbody> </table>	Purpose	Amount (Rs.)	a) Travel Expenses		b) Registration fee, if any		c) Accommodation exp, if any		d) Others(Pl. Specify).....		Total (in Rs.):	
Purpose	Amount (Rs.)												
a) Travel Expenses													
b) Registration fee, if any													
c) Accommodation exp, if any													
d) Others(Pl. Specify).....													
Total (in Rs.):													
23	Has the applicant availed the financial assistance from the University during last 12 months for attending Seminar/conference/symposium within India: YES/NO If 'YES' give the details:												
	21. a) Place and dates of the conference/seminar/workshop:												
	21. b) Financial Assistance availed in Rupees:												
	21. c) Proposed date of joining duty in the University after the conference/seminar/workshop is over:												
24	Any other information the applicant would like to give in support of the application:												

I certify that

- (h) The details given above are correct.
- (i) If the information supplied is found to be incorrect at a later date, I shall refund the entire amount to the University.
- (j) The amount received will be used for the purpose for which it is requested.
- (k) In case financial assistance is received from the organizers or any other agency, I shall refund back the amount granted by the University.

- (l) I shall abide by the decision of the University.
- (m) I shall acknowledge the financial assistance of the University in my presentation and also in publications or proceeding, if any.
- (n) I shall submit one page report with one photograph of mine showing the banner of the Conference or photograph of my presentation to Registrar for uploading in SU Website.

Place:

Date:

(Signature of the applicant)

Forwarded by:

(Signature and Date)
Research Guide

Full name : _____

Designation: _____

Department _____

(Signature and Date)
Head/In-charge/Dean

Full name : _____

Designation: _____

Department _____

Format for Claiming Re-imbusement

Travel Grant Scheme to attend International Conference/Seminar/Symposium/Workshop Within India.

- 11. Name of Student : _____
- 12. Course : _____
- 13. Department : _____
- 14. Date of admission : _____
- 15. Roll No. : _____
- 16. Approved amount(Rs.) : _____
- 17. No. & Date of University Approval: _____
- 18. Name, Venue, City of Conference attended: _____
- 19. Duration of the Conference attended(Certificate attached): _____
- 20. Detail of actual expenditure incurred(Original Documents attached):
 - e) TA/DA Forms(Filled up) : _____
 - f) Registration fee paid. : _____
 - g) Others expenses, if any : _____TOTAL Rs.: _____
- 21. Advance Received from University : _____
- 22. Assistance received from Others : _____
(DBT/INSA/DST/ICAR/CSIR/ICSSR etc.)
- 23. Balance amount to be reimbursed by the University: _____

Certified that

- 4. The details gives above are correct and if the information is found to be incorrect on a later date, entire amount shall be refunded to the University.
- 5. The expenditure has been utilized for the purposes for which it has been approved in accordance with the terms and conditions laid down by the University.
- 6. In case, I receive any financial assistance from the organizers or any other agency in future, the excess amount paid by the University shall be refunded.

Date: _____

Signature of Student

Name & Signature of Supervisor _____

Signature of HOD/In-Charge _____