



## GRANT CELL

### APPLICATION FOR GETTING FINANCIAL ASSISTANCE TO ATTEND NATIONAL ACADEMIC CONFERENCE / SEMINAR / SYMPOSIA UNDER U.G.C. UNASSIGNED TRAVEL GRANT SCHEME.

#### **A. BIO-DATA**

01. Name :
- Date of birth :
- Age :
02. Designation :
03. Name of the Department :
04. Field of Specialization :
05. Date of appointment to the present post. :
06. Date of confirmation in the substantive post. :
07. Date of superannuation :
08. Basic pay :

#### **B. CONFERENCE DETAILS**

09. Name/title of the conference to be attended. :
10. Brief details of organizers with complete address. :
11. Duration of the conference (Date & month) will be held. :
12. The role of the applicant in the Conference/Symposium. :
  - (a) Presiding/chairing a session (If YES, attach documentary evidence) :
  - (b) Delivering a plenary lecture/invited talk (attach documentary evidence alongwith a copy of the text of the lecture/talk) :
  - (c) Presenting a paper (please attach full paper) :
  - (d) Title of the paper :
13. Whether the paper has been accepted for presentation ? (attach documentary evidence and a copy of the full paper to be presented in the conference) :

14. Indicate the mode of presentation :  
indicate oral/poster/both. (*attach documentary evidence*)
15. Indicate whether the paper has been co :  
-authored. In case it is co-authored give  
names of the authors along with their  
addresses.
16. Whether "no objection" certificate :  
(s) from the co-author (s) have been  
obtained.
17. Indicate the complete travel plan from the :  
the proposed date & time of departure from  
the place of working to the conference and  
back.
18. Do the conference authorities send the paper:  
for review before accepting it? If YES, attach  
the documentary evidence and also the criteria  
followed by them, if any.
19. Assistance required from Unassigned Grant.

SR. No.	PARTICULARS	AMOUNT
01.	Travel allowance.	
02.	Dearness allowance	
03.	Registration fee	
<b>Grand Total Rs.....</b>		

20. Has the applicant availed the financial assistance from Unassigned Grant for attending seminar/conference/symposium etc. in the last 06 months prior to the date of the present conference ?

NAME OF THE CONFERENCE ATTENDED	PLACE & DATES OF CONFERENCE	FINANCIAL ASSISTANCE AVAILED (IN RS.)	UNIVERSITY SANCTION LETTER NO. WITH DATE

21. 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 reimburse the entire money to the University.
- (c) The money received will be used for the purpose for which it is requested.
- (d) In case financial assistance is received from the organization or any other agency, I shall pay back the amount granted by the University.
- (e) I shall abide by the rules & regulations of the University and U.G.C.

**Place :**

**(Signature of the applicant)**

**Date :**

**RECOMMENDATIONS OF THE HEAD OF THE DEPARTMENT**

**Note:-**(A) The application will be processed only if

- (i) all the columns of this application form are filled.
- (ii) necessary enclosures are attached.
- (iii) full text of paper is enclosed.

(B) The application must reach the University office at least **30 days** before the commencement of the Conference/ Seminars/Symposia.

(C) Please enclose conference circular and brief details of the organizers to decide the standing / reputation of the organizer.

**Travel grant to University Teachers for visiting centers of research or to attend academic conferences seminars/ symposia/ workshops/ training programmes within India.**

The teachers be permitted to avail this facility once in a six months, so as the benefit can be extended to more and more people. TA/ DA as per University rules and Registration fee, subject to a maximum of Rs. 5000/- may be paid on 100% basis, to the teachers, scholars, technicians and officers mentioned above selected by the University for assistance under this item. The request for assistance for international and the national programmes may be treated separately and the person need not be denied attendance at the one or the other.

**REPORT OF PARTICIPATION IN NATIONAL  
CONFERENCE/SEMINAR/SYMPOSIA ETC. BY THE FACULTY  
MEMBER SUPPORTED BY U.G.C. UNASSIGNED GRANT SCHEME**

**UNIVERSITY COMMITMENT LETTER NO. & DATE :**

1. **NAME OF THE FACULTY MEMBER** : -----  
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2. **ADDRESS** : -----  
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3. **NAME OF THE CONFERENCE** : -----  
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4. **PLACE** : -----
  
5. **DURATION OF CONFERENCE** : -----  
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6. **ORGANIZATION OF CONFERENCE (No. Of PARTICIPATING COUNTRIES, No. Of SESSIONS, No. Of PAPER PRESENTED etc)[NOT MORE THAN 100 WORDS]** -----  
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6. **ACADEMIC HIGHLIGHTS OF THE CONFERENCE INCLUDING MAJOR RECOMMENDATIONS AND THE FOLLOWING :**  
**[I] NEW DEVELOPMENTS PRESENTED AT THE CONFERENCE :** -----  
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**[II] NEW DEVELOPMENTS RESULTING FROM THE CONFERENCE. [200 WORDS] :-----**

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**[III] NAME OF THE PUBLICATION IN CASE YOUR WORK IS RECOMMENDED FOR PUBLICATIONS. -----**

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**7. PARTICIPANTS CONTRIBUTION TO THE CONFERENCE. [100 WORDS] :-----**

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**8. GROUP OF INDIAN SCIENTISTS WORKING IN THE SUBJECT AREA OF THE CONFERENCE PLEASE LIST THEM WITH ADDRESSES. :-----**

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**9. VISITS TO OTHER SCIENTIFIC INSTITUTIONS, UNIVERSITIES & LABORATORIES DURING YOUR PARTICIPATION IN THE CONFERENCE. (*INFORMATION IN DETAILS, WHEREVER APPLICABLE IS TO BE GIVEN IN SEPARATE SHEETS*)-----**

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**DATE :**

**(Signature)**