



APPLICATION FOR TRAVEL GRANTS TO ATTEND ACADEMIC CONFERENCES/Seminar
(For GGV faculty/Scholar/Officers only and must be submitted 60 days in advance)

Dated:

1. Applicant's name: Department

Designation: Date of Joining in the university

Phone/Mobile No: Email address

Teaching Experience (in years) Basic Pay

2. Purpose of the visit: (Please select the appropriate option)

Invited speaker Keynote lecture Chairing session

Presenting paper Presenting poster Attending STTP/Training program

3. Whether paper accepted for Presentation Yes / No :

4. Title of the accepted talk/poster/paper:

5. Name/Title of the conference

6. Venue: Duration of event:

Organized by:

7. Financial Involvements (Rs.): (Separate sheet may be used if required)

S.N	Heads of Expenditure	Total Estimated cost (Rs)	Financial assistance received from organizer/any other funding agency (Rs)	Financial assistance required from the university (Rs)
1	Registration fee			
2	Air fare/Train/Bus fare (Both ways)			
3	Local Transport			
4	D.A/Per diem for days			
5	Any other			
	Total (Rs)			

8. Have you availed the travel grant in last **three** years? Yes No In case of conference, seminar etc. held in abroad

9. Have you availed the travel grant in last **six** month? Yes No In case of conference, seminar held in India etc

Give the details regarding financial assistance received from University with respect to point 8 & 9 in the below given format as the case may be.

Name of the Conference/Workshop/Course attended etc.	Place and dates of the Conference etc.	Total financial assistance received from University	University sanction letter (No. with date)

10. Kindly enclose self attested copies of following:

S.N	Details Required	Enclosure No.
A	One Page Bio data	
B	Abstract of paper	
C	Full research paper	
D	NOC from co-author(s) if any/ sole presenter certificate	
E	Conference Brochure showing details of conference/seminar etc	
F	Letter of invitation from organizer /Acceptance of paper from organizer	
G	Approval for financial assistance either from organizer or any other funding agency	
H	Whether duty leave for the event sanctioned by the University. If yes, attach copy	

I certify that I am not getting any financial assistance during the last six months from the University. The details given above are correct. If the information supplied is found to be incorrect on later date, I shall reimburse/refund the entire amount to the University. The amount received will be used for the purpose for which it is requested. In case financial assistance is received from the organizers or any other agency, I shall pay back the amount granted by the University and I shall abide by the decision of the University.

Signature of the applicant

I/We verified the above information.

Recommended Not recommended

Signature of HOD/Director/Dean

To
In-charge (Development Section)