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**Proforma for Financial Assistance for attending**

**National & International Conference/ Convention**

(*To be submitted for approval before attending the program*)

**(Handwritten Form will not be accepted)**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Name of the Conference/ Convention** | **:** |  |
| **2.** | **Complete details of the Organizer and Venue** | **:** |  |
| **3.** | **National/ International** | **:** |  |
| **4.** | **Justification for attending the Program** | **:** |  |
| **5.** | **Financial assistance previously availed from SGT University** | **:** |  |
| **6.** | **Financial assistance obtained from other sources** | **:** |  |
| **7.** | **Date of Joining** | **:** |  |

|  |  |  |
| --- | --- | --- |
| **Details of the Applicant** | | |
| **Applicant Name** | **:** |  |
| **Emp ID** | **:** |  |
| **Designation** | **:** |  |
| **Department** | **:** |  |
| **Faculty** | **:** |  |
| **Mobile No.** | **:** |  |
| **Email ID** | **:** |  |
| **Bank Details** | | | |
| **IFSC code** | **:** |  |
| **A/c No.** | **:** |  |
| **Bank Name** | **:** |  |
| **Bank Address** | **:** |  |

**Declaration**

All the above information is accurate to the best of my knowledge. If any information given above is found false/misleading, disciplinary action may be taken against me, and an incentive (if any) issued for attending conference/ convention given above may be recovered from me. Further, I certify that I have not previously received any incentive for attending same conference/ convention from SGT University.

I have not availed any registration/ travel grant from SGT University during the academic year \_\_\_\_\_\_\_\_\_\_\_.

**Date of Submission:** 31 May 2025

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the Applicant**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Verified by Faculty Research Coordinator Recommendation & Signature of the Head:**

**Dean of Faculty**

*(with seal)*

**List of Enclosures:**

**Before attending the program**

Covering Letter

Duly filled application form

Copy of the program brochure

Fee details and travel itinerary details

Estimated Expenditure in table format

Acceptance letter for scientific Presentation

Copy of Abstract & Full Paper of the presentation

**After attending the program (within 3 days)**

Original copy of Registration Receipt

Original copy of travel bills

Copy of Presented certificate

**Steps for application and sanction of Financial Assistance for attending National & International Conference/ Convention:**

1. The completed application form and the enclosures mentioned, duly forwarded by the Dean, will be sent to the office of the Research & Development Cell, SGT University (preferably 30 days before the date of the program).
2. After attending the conference (within 3 days), the other enclosed must be submitted to the Research & Development Cell.
3. The Research & Development Cell will check the submitted application for its value and recommend it to the competent authority for approval.

**Please note:**

* The Dean has to check thoroughly for eligibility and then forward with remarks/ recommendations (according to the current research promotion policy guidelines)

**Order of Preference:**

* + - 1. Teachers Delivering Keynote address lectures
      2. Teacher invited under the International Collaboration Exchange Program
      3. Teachers contributing a paper