

**Application Form for Seeking Financial Assistance for Attending Seminar / Conference
 for Presentation of Paper by the Faculty Members of AdtU**

(A) DETAILS OF APPLICANT		
1	Name of the Applicant	
2	Designation	Assistant Professor/ Associate Professor/ Professor
3	Department	
4	Faculty of Study	
5	Date of joining AdtU	
6	How many years of continuous service you completed in AdtU?	
7	Mobile No	
8	E-mail	
(B) DETAILS OF PREVIOUS FINANCIAL ASSISTANCE OBTAINED FROM ADTU (for attending conference/seminar etc.)		
9	Whether received financial assistance from ADTU earlier	Yes / No
	If yes (fill the following)	
	a) Date of receipt of the last grant? / / 20....
	b) Total grant received	
	c) Type of last conference attended	National / International (India) / International (Abroad)
(C) DETAILS OF SEMINAR/ CONFERENCE FOR WHICH FINANCIAL ASSISTANCE IS SOUGHT		
10	Title of the Seminar/ Conference	
11	Status /Level	Regional / State / National / International (India) / International (Abroad)
12	Date(s)	
13	Venue	
14	Details of organizer(s)	
(D) DETAILS OF PAPER		
15	Title of the paper	
16	Type of presentation	Oral / Guest or Invitee Speaker
17	Type of Paper	Research / Review or General article (only for Guest or Invitee Speaker)
18	Author/Co-author details	Single Author/ Joint Author <i>(Mention the name of all authors as it appear in the abstract)</i>
19	Consent taken from co-author(s)/ Joint Supervisor outside AdtU (if applicable)	Yes/ No/ Not Applicable
20	Whether work was carried out in AdtU?	Yes/ No
21	Whether abstract submitted?	Yes/ No
22	Received Letter of acceptance / Invitation?	Yes/ No
23	The work of the paper is a part of	PhD work / PG project / UG project / AdtU Seed Grant / Externally Funded Project / Individual work / Any other (specify)
	Provide the Title & details of parent work in case of paper is a part of PhD work / PG project / UG project / AdtU Seed Grant / Externally Funded Project	

(E) Details of Financial Assistance Sought		
24	Whether organizer will provide any financial assistance (partial or fully) in relation to registration fee/ transportation/lodging.	Yes / No <i>(If Yes provide detail)</i>
		a. Registration fee INR.
		b. Daily allowance (lodging) INR
		c. Travel (to & fro) INR
25	Whether applied for financial assistance from other sources like SERB/CSIR/ICMR etc	Yes / No <i>(If Yes provide detail)</i>
26	Total estimated expenditure to attend the conference /seminar	a. Registration fee INR.
		b. Daily allowance (lodging) INR
		c. Travel (to & fro) INR
		(Flight/ Train/ Bus/Local Transport)
Total Expenditure (in INR)		
27	Total amount of Financial Assistance Seeking from University	INR.
		In words:

Note	<ol style="list-style-type: none"> 1. Submit the duly filled (type in Times New Roman, 11 pt, Single space) and attested required documents in duplicate. 2. Strike out which is not applicable/ Tick the appropriate one 3. The faculties who attended the conference/seminar should submit a copy of power point presentation to central library. He/she should give a brief presentation at respective department in presence of concerned HoD & all faculty members. Applicant must submit the one page conference report and copy of his certificate to IRRC and IQAC within 15 days after attending the conference/seminar. 4. Applicant will receive the grant as per AdtU rules (Memo No. AdtU/Dy. R/ 2017/45, date. 25/9/2017) if application approved.
Tick Enclosures	<ol style="list-style-type: none"> 1. Boucher / leaflet of conference or seminar 2. Abstract 3. Consent form of co-author outside AdtU (if applicable) 4. Letter of acceptance / Invitation

Recommended By

Chairperson / Dean
with date & seal

(Signature of Applicant with Date)

For official use only

Date of receipt of Application /...../20....	SI No	
Date of meeting of IRRC /...../20....	Type of Seminar/ Conference to be considered for financial grant	National / International
Status of Application	RECOMMENDED <input type="checkbox"/>	NOT RECOMMENDED	<input type="checkbox"/>
Note (if any):			
Member Secretary / Joint Member Secretary			