

Application form for seeking financial assistance by the teachers to attend  
conference/congress/seminar/symposium etc. **Abroad / within India**  
(To be considered by the Committee)

(Please read the guidelines carefully before filling up the application form)

1. Event to be attended: **Within India / Abroad**
2. Name of the applicant : \_\_\_\_\_
3. Designation: Prof. / Associate Prof./ Assistant Prof.
4. Nature of appointment: Permanent/on probation/  
Temporary

**Checklist of documents to be attached**

1. Programme /Brochure of the event
2. Acceptance/ invitation by name to present paper/ chair session /deliver plenary and / or invited talk etc.
3. Abstract or full text of the paper/talk etc.
4. Air fare certificate of Air India Flight
5. Total Enclosure \_\_\_\_\_

5. In case of temporary pl. mention date of 1<sup>st</sup> regular appointment \_\_\_\_\_
6. Department \_\_\_\_\_ Faculty \_\_\_\_\_
7. Title of the event to be attended: \_\_\_\_\_  
\_\_\_\_\_

(Please attach Programme /Brochure of the event)

8. Date of the event: From \_\_\_\_\_ to \_\_\_\_\_ No. of Days \_\_\_\_\_
9. Place of the event: City \_\_\_\_\_ Country \_\_\_\_\_
10. Mode of participation (Please Tick)
  - a) Keynote address
  - b) Paper presentation (Oral)
  - c) Chairing a session
  - d) Invited talk/lecture

(Please also attach Acceptance/ invitation by name to deliver keynote address/ present paper/ chairing a session / and / or invited talk etc.)

11. Title of the Paper: (Please attach either abstract or full text of the paper)

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

12. No objection certificate from other author(s).

I/we the undersigned co-author(s) have no objection if the above named teacher presents paper in the aforesaid academic event.

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
(Name and signature(s) of the Co-author(s))

13. Last visit:

INDIA/ABROAD	YEAR	DATE & PLACE	PURPOSE

14. Estimated cost of participation in the event

S. No.	Item	Cost in Indian Rupees	
		For abroad visit	For within India
1.	Air* / Train fare		
2.	Registration fee		
3.	Maintenance allowance		
4.	Rail/Road fare (Aligarh -Del- Aligarh) if journey is planned by Air		
5.	Transfers from Airport to place of the event to Airport (if journey is planned by Air)		
5.	Visa fee		Nil
	Total		

\*Only for candidates visiting abroad. It must be supported by Air Fare (Economy Class /Excursion) certificate issued by the Air India office.

**15. Declaration:**

I certify that the above information is correct and true to the best of my knowledge and nothing has been concealed.

I also certify that the proposed paper is the original research work carried out by me/ under my supervision and the same has neither been presented nor published elsewhere.

.....  
(Signature of the applicant)

16. Recommendation of the Chairman: \_\_\_\_\_

.....  
(Signature & Seal of the Chairman)

17. Recommendation of the Dean: \_\_\_\_\_

.....  
(Signature & Seal of the Dean)