

# SGT UNIVERSITY

## PROFORMA FOR GETTING FINANCIAL ASSISTANCE FOR ATTENDING NATIONAL/INTERNATIONAL/CONFERENCE/SEMINAR/SYMPOSIA/WORKSHOPS & TRAINING ETC.

1. Name: \_\_\_\_\_ 2. Date of Joining the institution: \_\_\_\_\_

3. Name of Department/ Faculty: \_\_\_\_\_ / \_\_\_\_\_

3. Period of Leave:(attach leave sanction letter): \_\_\_\_\_

4. Financial Assistance previously availed from SGT: ( Date: \_\_\_\_\_ Amount: \_\_\_\_\_ )

5. Undertaking signed if any:(give details) \_\_\_\_\_

6. Details of the Conference: Conference/Seminar / Nature of Programme :  National/  International

Complete details of the Organizer: \_\_\_\_\_

Venue: \_\_\_\_\_

7. Justification for attending the program : \_\_\_\_\_

8. Facilities provided by the organizer: \_\_\_\_\_

8. Details of fund raised by applicant from other source : \_\_\_\_\_

9. No. of other faculty availing the financial assistance for the same conference. \_\_\_\_\_

9. Recommendation / Remarks of the HOD: \_\_\_\_\_

\_\_\_\_\_

10. Recommendation/ Remarks of the Dean : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### List of Enclosures:

- |  |  |
|--|--|
| <input type="checkbox"/> Covering letter   | <input type="checkbox"/> Full Paper of the presentation                |
| <input type="checkbox"/> Duly filled application form ( through proper channel)                          | <input type="checkbox"/> Original and Copy of Registration Reciept     |
| <input type="checkbox"/> Details of the conference, brochure<br>(with dates, venue and registration fee) | <input type="checkbox"/> Original and copy of travel Bills             |
| <input type="checkbox"/> Estimated Expenditure in table format   | <input type="checkbox"/> Acceptance letter for scientific Presentation |
| <input type="checkbox"/> Original and copy of Attendance Certificate                                     | <input type="checkbox"/> Abstract                                      |
| <input type="checkbox"/> Others (Specify):   | <input type="checkbox"/> Original and copy of Presented certificate    |

Date of submission:

Signature of the Applicant

**Steps for application and sanction of the Financial Assistance for attending national/international/conference/seminar/symposia/workshops & training etc.**

1. Application form (duly forwarded) must reach the office of Dean Academic Affairs, one month Prior to the event date ( Point 6. b and c, of the guidelines) for sanction from FDP cell headed by Vice Chancellor.
2. After attending the conference, the completed application form with all the mentioned enclosures, duly forwarded by the HOD, and Dean, to be sent to the Dean Academics, FDP cell, Collegium of Deans, FDS building.
3. FDP cell to check the submitted application form and enclosures and recommend to VC, (SGT University), office for approval.
4. Once sanctioned by VC, The Registrar will issue a sanction letter to the applicant.
5. The applicant may collect the sanctioned amount from Accounts Section, on producing original bills of Travel and Registration.

*PI note:*

- i. The HOD and Dean has to check thoroughly for the eligibility and then forward with remarks/ recommendations,(point 5 a,b,c,d of the guidelines )*

*Order of Preference:*

- 1. Teachers Delivering Keynote address / Plenary lectures*
  - 2. Teachers contributing a paper*
  - 3. Teachers invited to chair a session*
  - 4. Teacher invited under International Collaboration Exchange Program*
  - 5. Teacher invited to give talks / Lectures*
- ii. Only The Faculty completed one year of service at SGT university, is eligible.*
  - iii. National conference: once in two academic years only*  
*International conference: once in three academic years only.*
  - iv. Details of amount to be sanctioned ( point 3 and 4 of the guidelines).*
  - iii. A copy of leave application sanctioned by the respective Deans needs to be enclosed.*
  - iv. Other Enclosures must be enclosed.*