



DEVI AHILYA VISHWAVIDYALAYA, INDORE

Application Form for Travel and Registration Fees for Research Paper Presentation

Institute/Department/School/ Centre -----

| Applicant details | |
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| 1. | Name |
| 2. | Designation |
| 3. | Institute /Department/School/Centre |
| 4. | Contact details |
| | E-mail |
| | Mobile |
| 5. | Date of Birth |
| 6. | Gender |
| Conference/seminar/meeting/workshop details | |
| 7. | Details of the Conference/Seminar//Meeting/Symposium/Workshop etc. |
| | Name/Title of the Conference/Workshop |
| | Mode of conference |
| | Venue of conference |
| | City |
| | State |
| | Country |
| | Date(s) of conference |
| | Duration of conference (1 day/2Day) |
| | Broad theme(s) of conference (attach brochure) |
| | Name and address of the organizing/convening Institution (including phone numbers, e-mail id and web-site address, brochure) |
| | Nature of organizing/convening Institution(Government / Private) |
| 8. | The role of the applicant in the conference/Workshop/ symposium etc. |
| | a) Presenting a research paper b) Participant (Attach documentary evidence) |

(2)

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| 9. | Details of the paper accepted for presentation (Attach photocopy of the letter of acceptance by the organizers) | |
| | Title of the paper | |
| | Nature of acceptance (Abstract/Full paper, mode of presentation etc.) | |
| | Objective to attend the conference | |
| Financial assistance required | | |
| 10. | Detailed item-wise particulars of the financial assistance required | |
| | Source of Funding (Departmental / University/Funding Agency etc) | |
| | Registration Fees (if any) | |
| | Mode of Travel Air/Train/Bus/Own Vehicle/Taxi | |
| | Travel Expenses | |
| | Miscellaneous Expenses including conveyance | |
| | Others (Specify if any) | |
| | Total | |
| 11. | Detailed item-wise particulars of the financial assistance already received or to be received from other sources | |
| | Details of the Govt. and other sponsorship/assistance/funding availed for attending seminar/workshop/conference/ symposium etc. in the last 3 years prior to the date of the present conference/workshop/seminar etc? If 'YES' give the details of the conference, dates, venue, financial assistance received, how funding was arranged, etc.) | |
| 13. | The benefits expected to be derived by virtue of attending the event (Attach sheet) | |

(3)

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| 14. | Any other information the applicant would like to give in support | |
| | The following are the document to be submitted by the awardee in original/ signed by Head of Institute/Department/School/Centre for claim of reimbursement | (i) Travel Documents. (ii) Statement of Expenditure along with Ticket (iii) A brief report of the conference. (iv) A brief report of any other scientific and technical activities under taken during the visit. (v) Other visits undertaken during the period, duly signed by the Head/Director. (vi) Receipt of the Registration Fee paid issued by the organizer. (vii) Voucher indicating the rate at which foreign currency is purchased. (viii) Certificate of attendance issued by the organizer |

I hereby declare that all the particulars given in this application are correct. If the information supplied is found to be incorrect at a later date, I shall reimburse the entire amount to the University.

Date:

Signature of the Applicant

Recommended / Not Recommended

Date:

Signature & Seal of the Head