

ASSAM UNIVERSITY: SILCHAR

**Application for Seeking Financial Assistance from the University for Participation in
Conference, Seminar, Workshop Etc**

I. GENERAL INFORMATION

1. Name of the Applicant :
2. Present Designation and Department/ Branch :
3. E-mail & Contact No. :
4. Date of joining in Assam University :
5. Particulars of the Event to be Participated in
 - (a) Type of the Event : Conference/Seminar/Workshop/Symposium
 - (b) Level of the Event : International/National/Regional
 - (c) Name & Address of the Event organizers:.....
 - (d) Theme of the Event:.....
 - (e) Venue of the Event:.....
 - (f) Dates of the Event:.....

II. ACADEMIC INFORMATION

6. Papers Published during the Last Three Years :

Sl. No.	Title of the Paper	Title of Journal (with Vol , No & ISSN) / Book (with ISBN)	Year & Address of Publication	Co-author, if any
1.				
2.				
3.				

7. Whether participating by **presenting a paper/poster/ presiding over the event/delivering key note address /plenary lecture/** as **resource person** (Attach copy of abstract/ text of the paper/ address/lecture)

8. Particulars of the paper/ Key Note/ Lecture to be Presented/ delivered

- (a) Title:.....
- (b) Co-author of paper, if any:.....
- (c) Whether paper already accepted (Enclose a copy of acceptance letter) : Yes/ No

9. The Event(s) Participated in with Financial Assistance from the University in the Last Three Years

The Event Participated in	Place	National / International	Dates of Participation	Nature of Participation	Amount of Financial Support

Contd. on P/2

III. EXPENDITURE ESTIMATE

10. Financial Assistance Being Sought by Applicant for Participation in the Event to be Held

Sl No.	Item of Expenditure			Amount of Expenditure (in Rs)
1	Travel	Within India	Abroad	
	by Road			
	by Rail			
	by Air			
	Sub-total			
2	Registration Fee			
3	Accommodation Charges			
4	Any Other			
5	TOTAL			

In words: Rupees.....

11. Financial Assistance Received from Other Sources

Sl No.	Name & Address of Funding Agency	Amount of Financial Assistance (in Rs)
1		
2		
3		

IV. DECLARATION

This is to declare that:

1. I haven't availed financial assistance for participation in a national/ regional event in the financial year for which my application is to be considered.
2. I haven't availed financial assistance for participation in an international event in the Last Three years.
3. I am not availing financial assistance for the event from any other funding agency.
4. In case the financial assistance is not availed I shall inform the authority immediately.

Signature of the Applicant

Date:

FOR OFFICIAL USE

Recommendations of the Head of the Department

Signature of the Head of the Department
with Date & Seal

No.

Date:

Recommendation of the Dean of the School

Signature of the Dean of the School
with Date & Seal

NOTE: Application must be submitted along with a copy of (1) the letter of acceptance of paper/ invitation from organizers of event and (2) abstract of paper/ text of lecture/ address.

Submitted to Hon'ble Vice Chancellor