**Ref. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Application Form to Participate in Event

|  |  |
| --- | --- |
| **1** | **APPLICANT’S PROFILE:** *(please attach 2-3 page CV with the application form highlighting your research publications in peered review journals)* |
| **Name** |  |
| **Designation** |  |
| **Department** |  |
| **Regular/IPFP/Hired/Visiting Faculty** |  |
| **Contact Details** |  |
| **2** | **DETAILS OF** **[ ]  CONFERENCE** **[ ] TRAINING WORKSHOP** **[ ] SEMINAR**  |
| **Title of the Event** |  |
| **Event Date**(s) |  |
| **Venue** (City & Country) |  |
| **Organizer of the Event***(name of university/society)* |  |
| **Contact details of the organizers (Mandatory)**  |  |
| *Please attach information regarding aims, objectives, themes, organizing committee and keynote speakers of the event.* |
| **3** | **DETAILS OF PAPER FOR CONFERENCE PRESENTATION (If Applicable) NA** |
| **Title of the Research Paper** *(Attach copy)* |  |
| **Mode of Presentation** (please tick one)*(Letter of acceptance/invitation should clearly indicate the mode of presentation)*  | [ ]  Oral | [ ]  Poster  |
| **Will the abstract/paper be published in Book of Abstracts/Proceedings/Journals of Conference etc.?** *(Attach Documentary evidence)* | [ ]  YES | [ ]  NO |
| *Please note that an email from organizer clarifying the mode of presentation, peer review and publication would also be acceptable.* |
| **4** | **FINANCIAL ASSISTANCE PROVIDED BY SPONSORS OTHER THAN RWU [ Yes / No** ] NO |
| **Item** | **Mandatory** | **Amount (Rs.)** | **Sponsor** |
| Travel Cost | Yes / No |  |  |
| Registration Fee | Yes / No |  |  |
| Accommodation Charges | Yes / No |  |  |
| Daily Allowance | Yes / No |  |  |
| Total |  |  |  |
| **5** | **FINANCIAL ASSISTANCE REQUESTED FROM UNIVERSITY** |
| **Item** | **Amount (Rs.)** | **Documents Required** |
| **Registration Fee** |  | Attach documentary evidence (mandatory) |
| **Travel Cost (Estimate)***(Take approval from Registrar / V.C., separately for air ticket or use of personal vehicle)* | **[ ]** As per Uni. rules | Quotation from travel agent for the shortest route (mandatory) |
| Total |  |  |
| **6** | **DETAILS OF PREVIOUSLY AVAILED TRAVEL GRANTS FUNDED BY RWU (in this year) NA** |
| **Dates of Event** | **Type of Event / Venue** | **Expense availed from RWU**  |
|  |  |  |
|  |  |  |
| **7** | **UNDERTAKING BY THE APPLICANT** |
|  | I hereby undertake and affirm that:* The substance of the research paper being presented (as indicated above) is based on the original research conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant.
* The above paper has **not been presented/submitted** in any other conference/workshop etc. and also **has not been published** elsewhere.
* All the information provided above is true to the best of my knowledge and belief.
* All the supporting documents submitted are authenticated.
* I hereby undertake and affirm that the paper has been checked for Similarity Index using TURNITIN software through and the Similarity Index of the paper is \_\_\_\_\_\_\_\_\_\_\_\_\_\_%.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_/\_2022\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNATURE OF THE APPLICANT DATE SIGNATURE & STAMP OF HOD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Director QEC |
| **8** | **VERIFICATION BY THE DIRECTOR ORIC** |
|  | Number of previous travel grants availed in this year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNATURE OF ADDITIONAL DIRECTOR |
| **9** | **VERIFICATION BY THE HEAD OF INSTITUTION** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OR\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNATURE OF REGISTRAR SIGNATURE OF VICE CHANCELLOR Marked to:* Additional Director ORIC
* Treasurer Office
* Concerned officer

**\*** Approval should be solicited from concerned as per RWU rules. |

**IMPORTANT: The application must be submitted along with the supporting documents at least 2 weeks prior to the event date. No alteration will be entertained and will automatically disqualify the applicant (even after joining / approval for any event)**

## Event Report Form

 **(Seminars, Conferences, Symposiums, Workshops, Lectures etc. attended)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Data of event attended:**

 **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation:\_\_\_\_\_\_\_\_\_\_\_\_ Deptt.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| Event details: (Lecture/seminar/conference/workshop/symposium) |
| Title: |  |
| Venue: |  |
| Date(s). |  |

1. **Report:**

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature**  |

1. **Check list:**

|  |  |
| --- | --- |
| Have you attached Certificate of Participation from the event organizer? | **Yes / No** |
| Have you filled and attached the Prescribed RWU TA/DA form | **Yes / No** |
| Have you attached your tour approval? | **Yes / No** |
| Have you attached your Car Registration document and fuel recharge slip (if traveled by personal car), boarding card/copy for air ticket or other proof of travel?***(All officers below Grade 20 must have to take written approval for use of personal car and attach copy of it)*** | **Yes / No** |

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