

# Veer Narmad South Gujarat University, Surat

## **Application Form**

for availing Travel Grants from UGC Merged Scheme  
for attending International Conference/Seminar/Symposia/Workshop etc. held abroad

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1. Name of the Department : \_\_\_\_\_
2. Full name of the Teacher : \_\_\_\_\_
3. Birth Date & Age : \_\_\_\_\_
4. Designation : \_\_\_\_\_
5. Pay Scale and other allowances : \_\_\_\_\_
6. Present Address : \_\_\_\_\_  
\_\_\_\_\_
7. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
8. Academic Qualifications and field of specializations : \_\_\_\_\_  
\_\_\_\_\_
9. Subject of Specialization : \_\_\_\_\_
10. Teaching Experience : Under Graduate Level : \_\_\_\_\_  
Post Graduate Level : \_\_\_\_\_
11. Research Experience : \_\_\_\_\_
12. Publication/s, any, (Please attach a list of FOUR COPIES of Publication/s) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contd...2**

13. Name of place and Institution / Organization with full address : \_\_\_\_\_

14. Duration : From : \_\_\_\_\_ To : \_\_\_\_\_

15. Full Title of Paper : \_\_\_\_\_  
(Please attach FOUR COPIES of Paper) \_\_\_\_\_

16. Estimated Expenditure : \_\_\_\_\_  
(with broad details for which the grant is requested) \_\_\_\_\_

(A) First class Railway Fare : ` \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
(Both ways in India)

(B) International Air Fare : ` \_\_\_\_\_  
by Economic Class From \_\_\_\_\_ To \_\_\_\_\_  
(Both ways in India)

(C) Air Port Taxes : ` \_\_\_\_\_

(D) Registration Charges : ` \_\_\_\_\_

(E) Maintenance Charges : ` \_\_\_\_\_

17. A copy of the letter from the organizers of the Conference / Seminar / Symosia / Work-shop etc. of the acceptance the paper for presentation OR A copy of the letter from the Organisers of the Conference / Seminar / Symposia / Work-shop etc. for inviting the Teacher / Scientific / Technical Officer to Chair a Session / Section.  
(PLEASE ATTACH THREE COPIES OF THE ABOVE SAID LETTER)

18. Remarks if any, \_\_\_\_\_  
\_\_\_\_\_

**Note : kindly enclose covering letter and necessary documents with the application form**

**Contd...3**

**: C E R T I F I C A T E :**

It is certified that I have received the invitation from \_\_\_\_\_  
\_\_\_\_\_ for attending / participating the  
Conference / Seminar / Symposia / Workshop etc. to be held at \_\_\_\_\_  
between \_\_\_\_\_ and \_\_\_\_\_

**I further certified that I have not availed UGC grant for attending International Conference / Seminar / Symposia / Workshop etc. held abroad during last 3 years.**

PLACE : \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF THE TEACHER)

DATE : \_\_\_\_\_

**: C E R T I F I C A T E :**

It is certified that the proposed visit of \_\_\_\_\_  
of this University for attending / participating Conference / Seminar / Symposia /  
Work-shop etc. to be held at \_\_\_\_\_ between  
\_\_\_\_\_ and \_\_\_\_\_ (Days) will be benefit to him/her in  
his/her teaching and research worked as well as the Department. I am, therefore,  
recommend to sanction the Travel Grant to \_\_\_\_\_  
as requested.

PLACE : \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF THE HEAD OF  
THE DEPARTMENT WITH SEAL)

DATE : \_\_\_\_\_