

Veer Narmad South Gujarat University, Surat

Application Form

for availing financial assistance for attending Seminar/Workshop/Conference etc.

Name : _____ Date : _____

Designation : _____ Department : _____

Name & Date of Event (from – to): _____

Host Institution with Address : _____

Venue of Event : _____ Type of Event : Local / Regional / National / International

Date of Journey : _____ Mode of Travel : Car / Bus / Rail / Air

Estimated Travel Expenditure: _____ Registration Fees : _____

Total Estimated Expenditure (Registration fees/TA/DA) : _____

Nature of Participation : Attending the event / Presenting the paper / Resource Person

Title of the Paper (if presenting): _____

No. of leave needed: ___ Date : _____ to _____ Type of Leave : DL / EL / CL / Other specify

Financial assistance availed for Seminar/Workshop/Conference etc. attended during current Academic Year : (attach separate sheet if required)

Sr No	Name of Event / Nature of Participation / Place	Date (from - to)	Fund from which Financial assistance availed (UGC / CDF / Gen Fund/Dept Self Finance Fund etc.)	Amount of financial Assistance received
1				
2				
3				
4				
5				

I, hereby certified that I have not availed UGC grant for attending seminar/workshop etc. held in India during last 6 months.

Signature of Applicant : _____

Signature of Head with Recommendation: _____

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