**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** | |