

**APPLICATION FOR FINANCIAL ASSISTANCE FOR PARTICIPATING CONFERENCE/
WORKSHOP/ FACULTY DEVELOPMENT FOR FACULTY MEMBERS & RESEARCH
SCHOLARS**

To,
The Registrar
Adichunchanagiri University
B.G. Nagara-571448.

Date: _____

Name: _____ Designation: _____

Email: _____ Mobile No.: _____

Department: _____ Faculty: _____

Paper Title: _____

Author(s): _____

Conference Name (in full): _____

Conference Date: From: _____ To: _____

Budget in INR (Total): _____

Registration Fee: _____

Travel Allowance (TA): _____

Dearness Allowance (DA): _____

Please answer the following (strike out not applicable options and include appropriate letters from the Conference Organizers)

1. Your paper is selected on the basis of abstract/full paper
2. Your paper will/will not appear in conference proceedings
3. Your paper is selected for poster/oral presentation
4. You have taken funds from Adichunchanagiri University previously for the same purpose.
(Yes / No)
If yes, please provide the details thereof. (Certificate of attending, office order of funding taken etc.)

5. You have received assistance for travel, registration etc. for _____ from
Conference Organizers. (Provide amount in rupees or US dollars).

Declaration:

I declare that upon my return from the conference/workshop/faculty development program, I will provide the following documents without delay:

1. A comprehensive conference report detailing the key insights, learnings, and contributions made during the event.
2. Geotagged photos from the conference/workshop venue, showcasing the participation and engagement of our representatives.
3. Participation certificate
4. An expenditure statement outlining the financial utilization of the provided funding, including detailed breakdowns of registration fees, travel expenses, accommodation, and miscellaneous costs.

Signature of the applicant

Attach the following documents:

1.	Abstract/full paper that was submitted.	
2.	Letter of acceptance for presentation/proceedings.	
3.	Attach some documentary evidence in support of quality of your work (e.g. comments by reviewers, comments by PGC members, etc.). This will help the committee to arrive at a decision.	
4.	A letter about any funding already secured.	
5.	Conference announcement indicating dates, location, registration fee, etc.	

Recommendations:

(For Research Scholars only)

Guide's name: _____ Department: _____

Guide's recommendation with some substantiation:

Guide's Signature: _____

Recommendations:

(For Research Scholars and Faculty members)

Head of the Institution recommendation with some substantiation:

Head of the Institution Signature: _____

For Office Use Only

Remarks by Dean, Research: _____

DEAN, RESEARCH

Remarks by Finance Officer: _____

FINANCE OFFICER**REGISTRAR****VICE CHANCELLOR**

FINANCIAL SUPPORT FOR PROFESSIONAL BODY FELLOWSHIP/ MEMBERSHIPS

To,
The Registrar
Adichunchanagiri University
B.G. Nagara-571448.

Date: _____

Name: _____ Designation: _____

Email: _____ Mobile No.: _____

Department: _____ Faculty: _____

Name of the Professional body _____

Subscription type: _____

Membership Fee: _____

Signature of the applicant

Attach the following documents:

1	Letter of acceptance from the Professional body.	
2	Copy of the membership certificate.	
3	Attach documentary evidence in support of fee payment	

Recommendations:

Head of the Institution recommendation with some substantiation:

Head of the Institution Signature: _____

Signature with seal



For Office Use Only

Remarks by Dean, Research:: _____

DEAN, RESEARCH

Remarks by Finance Officer: _____

FINANCE OFFICER

REGISTRAR

VICE CHANCELLOR