



Annexure-1

Proforma for Application

Name of the Department :

Please tick (✓) the appropriate item

1. Activity : Conference/Workshop/Seminar/ Special Lecture or other
2. Geographical Coverage : University/State Level/National Level/ International Level
3. Title of Conference/Workshop/Seminar:

4. Proposed date : From to

Total number of days:

5. Venue :

6. Details of Head of the Department:

Name :

Address :

Pin :

Mobile :

E-mail :

7. Details of the Convenor/Organising Secretary:

Name :

Address :

Pin :

Mobile :

E-mail :

8. Broad details of estimated expenditure (in INR.) or which the financial assistance is sought:

a. TA (within India) and honorarium (INR. 2000/- per day) for Resource Persons :
INR.

b. Pre-conference printing: INR.
(announcements, abstracts etc.)

c. Publication of Proceedings : INR.

d. Local Hospitality including boarding and lodging : INR.
(may be restricted to 25% of the total allocation of budget)

(GRAND TOTAL):

INR.....

9. Details of assistance sought from other sources:



Details of previous grant received by the organising department from the University in the past :

Sl. No.	University sanction letter No. & Date	Title of activity (Seminar/Conference etc.)	Amount sanctioned (Rs.)	Whether accounts have been settled
1.				
2.				
3.				

10. Detailed proposal of the activity

A. Title of the activity:

B. Background including details of past events organised on the proposed topic:

C. Aims/Objectives (in at least 500 words):

D. Target audience/participants with expected number:

E. number of participants expected to attend :

F. Details of Sessions:

Please mention themes/topics to be covered under each

Business/Technical Session and names of Resource Persons:

G. Expected outcome:

11. If International, whether clearance from Government of India has been obtained: **Yes / No** [If Yes, attach supporting documents].

12. A letter from academic association/academic body or academic/professional institution association of business/industry, voluntary organization, NGO, registered society/trust, as applicable, **must be furnished with the application, in case of collaboration.**

13.

Signature

Signature

Name of the Convener :

Name of the Head of the department :

Designation :

with Seal

Designation :

with Seal



Place:

Date:



Annexure- 2

Honorarium Receipt for Resource person
(For use and retention in the office of the University)

RECEIPT

Received with thanks a sum of the INR. (in figure)
..... (in words) by NEFT/ RTGS/ Net Banking/ Cheque towards seminar/ workshop/ conference conducted on DD/MM/YYYY.

Signature :
Name & Address of the Resource person :
Mobile :
E-mail :

State :
Pincode :

Verified by :
Convener of the event :
Department :

Place:
Date:



Annexure- 3

Format for Statement of Expenditure

(to be submitted along with the claim to the office of Registrar)

Name of the Department :
 Letter no. of sanctioned amount :
 Title of the Event :
 Date of Event :
 Duration :
 Name of the Convener of the Event:
 Number of participants :
 (attach the list)

Head : Expenditure

Sanction no. and date :	Details of expenditure incurred item wise	Amount (INR.)
Amount sanctioned:	1. Boarding charges for outstation participants/ resource persons 2. TA and incidental charges to outstation participants including Resource Persons 3. TA for local dignitaries (if applicable) 4. Honorarium 5. DA to foreign participants (if any) 6. Internal travel to foreign participants (if any) 7. Pre-Conference printing (Announcements, Abstracts, etc.) 8. Publication of Proceedings 9. Hospitality for local participants/ resource person 10. Any other	
Amount collected from other sources: (mention the source of income)	Total expenditure : Received amount : Amount to be received/ returned :	

Certified that an amount of INR..... is incurred under incidental expenses towards Seminar / Workshop / Conference and other activities to the department.

It is also certified that the amount of INR..... out of the total financial assistance of INR. by the University, details mentioned above, has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the University.



If as a result of check or audit objection some irregularities are noticed at a later stage, action will be taken for refund, adjustment or regularization.

Signature

Name of the Convener :

Designation :

with Seal

Signature

Name of the Head of the department :

Designation :

with Seal

Signature

Name of the Finance Officer/ Accounts Officer:

Designation :

with Seal



Annexure- 4

Utilization Certificate

It is certified that an amount of INR. _____ (in figure) and _____ in words _____ incurred towards the expenditure for organizing seminar/workshop/conference/ special lecture and other relevant activities, has been utilized for the purpose for which it is allocated and in accordance with the terms and conditions as laid down by the Khwaja Moinuddin Chishti Language University, Lucknow.

If any excess payment is noticed as a result of check or audit objection at a later stage, we have no objection for refund, adjust or regularization of the objected amount.

Signature
Name of the Convener :
Designation :
with Seal

Signature
Name of the Head of the department :

Designation :
with Seal



Annexure- 5

Format of NOC for Partnering/ Collaborating Institutions

This is to certify that:

1. Institution has no objection if the workshop/seminar/conference on (date) is organized in the University premises from _____ to _____
2. Space and other infrastructural facilities would be extended for organizing the aforesaid workshop/seminar /conference.
3. The funds shall be utilized for the purpose for which they are sanctioned.

Signature

Name of the Competent Person :

Designation :

with Seal

Place:

Date:



Annexure- 6

**Application Form for attending Conference/Seminar/-Symposia etc.
(Within India)**

1	Name of the Teacher	:	
2	Designation	:	
3	Department/Faculty	:	
4	Title of the Conference, Organizing body, Place and Date	:	
5	Whether the teacher recommended is a member on any committee of the Conference	:	
	(a) Whether he/she has contributed any research paper	:	
	(b) If yes, Title of the Paper	:	
	(c) Whether the said paper is accepted	:	
	(d) If yes, please attach a copy of the letter of Acceptance and a copy of paper to be presented	:	
6	Estimated Expenditure	:	
	(a) Travelling Allowance (as per entitlement)	:	
	(b) Daily Allowance	:	
	(c) Registration Fees (if any)	:	
	Total	:	
7	Whether you have availed "Travel Grant" under the UGC "Travel Grant" during last Six months	:	
8	If Yes	:	
	Date and Year of visit	:	
	Place of visit	:	
	Name of Conference	:	

Signature of Applicant
with full details

Signature of the Head
Department of



Note: Please do not apply if the grant for travelling within India from UGC "Travel Grant" has been availed in last six months.



Annexure- 7

**Application Form for attending Conference/Seminar/-Symposia etc.
(Abroad)**

1	Name of the Teacher	:	
2	Designation	:	
3	Department / Faculty	:	
4	Title of the Conference Place & Date	:	
5	Name of the organizing Institution/Govt. Body/ Govt. Accredited agency (Attach Documentary evidence)	:	
6	The Conference/Seminar is being attended as/for (a) Member of any committee (b) Chairman of Committee (c) Delivering Key note address (d) Plenary Lectures (e) Presenting paper- I Oral Presentation II Poster Presentation (f) To give Symposia/talk/invited lectures/discuss (g) Not covered under any of the above categories	:	
7	Title of the paper/lecture/talk (Attach invitation letter/letter of acceptance of the paper along with one copy of paper)	:	
8	Name/s of Author/s (in order as they appear on the paper)	:	
9	Estimated Expenditure: (a) Air fare (by shortest route + Economy class only): (b) Registration Charges: (c) Daily Allowances: Total	: : : : :	
10	Details of Financial Assistance received or applied from different funding Agencies, i.e. State Govt., INSA, DST, UNDP, ICSSR, ICHR etc or other	:	



	sources recognized by the University.		
1 1	State whether you are willing to bear the remaining expenses from your own funds, in case the required amount is not received from the other sources mentioned above	:	
1 2	Whether you have attended International Conference/ Seminar/ Symposia etc. under the UGC Travel Grant during last three years?		
1 3	If Yes; Date and Year of visit Place of visit Title of Conference	: : :	

Signature of the Applicant
With details

The above information given by the teacher is in order. Specific recommendation of the Head of the Department regarding the level of the Conference/ Seminar/ Symposium and the standing of the institution organizing the event i.e. International/ National/ Professional and capable of enhancing skills or add to the professional accomplishment of the beneficiary.

Signature Head of the Department
With Stamp

Note- Please do not apply if the grant for travelling Abroad from UGC "Travel Grant" has been availed in last three years.