



**Proforma for Financial Assistance for attending  
National & International Conference/ Convention**  
(To be submitted for approval before attending the program)  
**(Handwritten Form will not be accepted)**

1.	Name of the Conference/ Convention	:	
2.	Complete details of the Organizer and Venue	:	
3.	National/ International	:	
4.	Justification for attending the Program	:	
5.	Financial assistance previously availed from SGT University	:	
6.	Financial assistance obtained from other sources	:	
7.	Date of Joining	:	

Details of the Applicant		
Applicant Name	:	
Emp ID	:	
Designation	:	
Department	:	
Faculty	:	
Mobile No.	:	
Email ID	:	
Bank Details		
IFSC code	:	
A/c No.	:	
Bank Name	:	
Bank Address	:	

**Declaration**

All the above information is accurate to the best of my knowledge. If any information given above is found false/misleading, disciplinary action may be taken against me, and an incentive (if any) issued for attending conference/ convention given above may be recovered from me. Further, I certify that I have not previously received any incentive for attending same conference/ convention from SGT University.

I have not availed any registration/ travel grant from SGT University during the academic year \_\_\_\_\_.

**Date of Submission:** 2 April 2025

\_\_\_\_\_  
**Signature of the Applicant**

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**Verified by Faculty Research Coordinator**

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**Recommendation & Signature of the Head:**

**Dean of Faculty**  
(with seal)

**List of Enclosures:**

**Before attending the program**

- ☐ Covering Letter
- ☐ Duly filled application form
- ☐ Copy of the program brochure
- ☐ Fee details and travel itinerary details
- ☐ Estimated Expenditure in table format
- ☐ Acceptance letter for scientific Presentation
- ☐ Copy of Abstract & Full Paper of the presentation

**After attending the program (within 3 days)**

- ☐ Original copy of Registration Receipt
- ☐ Original copy of travel bills
- ☐ Copy of Presented certificate

**Steps for application and sanction of Financial Assistance for attending National & International Conference/ Convention:**

- (i) The completed application form and the enclosures mentioned, duly forwarded by the Dean, will be sent to the office of the Dean (R&D), SGT University (preferably 30 days before the date of the program).
- (ii) After attending the conference (within 3 days), the other enclosed must be submitted to Dean (R&D).
- (iii) The Dean (R&D) office will check the submitted application for its value and recommend it to the competent authority for approval.

**Please note:**

- The Dean has to check thoroughly for eligibility and then forward with remarks/ recommendations (according to the current research promotion policy guidelines)

**Order of Preference:**

1. Teachers Delivering Keynote address lectures
2. Teacher invited under the International Collaboration Exchange Program
3. Teachers contributing a paper