

SGT UNIVERSITY**Proforma for Reimbursement State/National/International - Award/Fellowship****(Handwritten Form will not be accepted)**

1.	Name of Award/Fellowship	:	
2.	Complete details of the Organizer	:	
3.	Registration No.	:	
4.	Date of Exam	:	
5.	Level of the Award/Fellowship	:	<input type="checkbox"/> State <input type="checkbox"/> National <input type="checkbox"/> International
6.	Date of Joining	:	
7.	Details of the Authors from SGTU		
	Applicant Name	:	
	Emp ID	:	
	Designation	:	
	Department	:	
	Faculty	:	
	Mobile No.	:	
	Email ID	:	
8.	Bank Details		
	Bank Name	:	
	A/c No.	:	
	IFSC code	:	
	Bank Address	:	

Declaration

I undertake to state that all information given by me as above is true 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 the course given above may be recovered from me. This is to also certify that I have not availed any incentive for attending the same Award from SGT University, previously.

Date of Submission: 12 March 2025_____
Signature of the Applicant_____
Verified by Faculty Research Coordinator_____
Recommendation & Signature of the Head**Dean of Faculty**
(with seal)

List of Enclosures:

- ☐ Copy of the Award/Fellowship Letter

Steps for application and reimbursement of the Award/Fellowship:

- (i) The completed application form and the mentioned enclosures, duly forwarded by the Dean, will be sent to the office of the Dean (R&D), SGT University.
- (ii) The Dean (R&D) office will check the submitted application for its value and recommend it to the VC office 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)

FOR R&D OFFICE USE ONLY

Verified by

Recommended by