



BHARATI VIDYAPEETH UNIVERSITY
COLLEGE OF ENGINEERING, PUNE - 43

Application for financial assistance for attending conferences / seminars	
1) Name of the faculty member attending the conference:	
2) Title of the paper:	
3) Name of the co-author:	
4) Name of the conference:	
5) National / international:	
6) Dates of the conference:	
7) Whether for paper presentation / poster presentation / to Chair any session:	
8) Letter of acceptance enclosed YES/NO:	
9) Details of financial assistance required:	
a) Registration fee:	
b) Travel:	
c) Accommodation:	
d) Total amount required:	
10) Whether financial assistance was given by the college during this academic year. If yes, please give amount given and details thereof:	
11) Is any other agency has been approached for financial assistance, if so give details:	
12) Mention the adjustment of workload with other staff member and signature of that staff member.	
13) Recommendation by HOD with signature.	
To be filled by the office of the college:	
14) What is the budget provision of the college for attending the conferences by the	



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faculty member?		
15) The amount utilized till date:		
16) Balance amount:		
17) Principal's remark: Expenses, towards Registration + DA + TA as per rule are approved subject to	Subject	Signature
	Submission of copy of research paper to R & D Cell	
	Submission of proceedings to the library	
	Presentation report by HOD with attendance report	
	Sign. Of the Principal	

(Name & Sign. of the applicant)