NORTH-EASTERN HILL UNIVERSITY

NEHU Campus, Shillong – 793022, Meghalaya

**Application to be submitted by teachers seeking financial assistance for organizing Conference/Seminar/Symposium/Workshop. (Regional/ National/ International)**

1. Programme proposed to be organized :
2. Title/Topic of the Programme :

(Note Scope and objectives of the proposed programme may be provided on a separate sheet)

1. Venue of the Programme :
2. Date and Duration of the Programme :
3. Name Designation and Address of the :

Programme Coordinator

1. Number of participant expected :
2. Local :
3. Outstation :
4. Foreign :
5. Name and address of the Resource Persons :
6. Local :
7. Outstation :
8. Foreign :

(Please attached a separate sheet)

1. Estimated expenditure :

(indicate amount of expenditure to be incurred on TA/DA, Hospitality, Transport, Stationery, Secreterial Assistance, Typing and Photocopying and other contingent expenditure etc.)

|  |  |  |
| --- | --- | --- |
| Sl. No. | Item | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

2

1. Funding from other agencies :

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Organisation | Amount | Amount Sanctioned |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Amount expected from the University :
2. Fund received from NEHU during the last :

three years

Date : Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation of the Head of the Recommended / Not recommended.

Department / Centre.

Date : Signature with Seal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation of the Dean of the School Recommended / Not recommended

Date : Signature with Seal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NORTH-EASTERN HILL UNIVERSITY**

**NEHU Campus, Shillong – 793022, Meghalaya**

**Application to be submitted by teachers seeking financial assistance from the University for attending Conference / Seminar / Symposium etc.**

1. **General**
2. Name :
3. Designation :
4. Department / Centre :
5. Date of Joining NEHU :
6. Name of the organizer of the Conference/ :

Seminar / Symposium.

1. Nature of the Conference, etc

(International/National/Regional) :

1. Title of the Conference, etc. :
2. Venue of the Conference, etc. :
3. Date of the Conference, etc. :
4. Fund received from NEHU during the last :

three years

:

1. **Information regarding Conference etc. attended during the last three years (Separate sheet may be attached)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of the Conference etc. | Abroad / in the Country | Date and venue of the Conference etc. | Nature of participation | Source |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Academic Information**
2. Papers published during the last three years ( a separate sheet may be attached)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Title | Journal / Book | Year of Publication | Co-author(s) if any |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Nature of participation :

Presenting a paper presiding over a session/delivering keynote address/plenary lecture/ any other (specify).

1. Paper/Lecture to be presented / delivered :
2. Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (b) Co-author(s), if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Nature of Assistance Required** :
4. Conference etc. held abroad
5. Air fare :
6. Maintenance :
7. Airport Tax :
8. Visa fee :
9. Registration fee :
10. Conference etc. held in the Country
11. Travel :
12. Registration :
13. Details of financial support sought/obtained from other sources:

|  |  |  |
| --- | --- | --- |
| Funding Agency | Amount Sought | Amount Sanctioned |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Date :

Place: Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Recommendation of the Head of the Department /Centre**
2. Whether eligibility criteria as prescribed under relevant NEHU Regulation are fulfilled : Yes/No.
3. Whether alternative teaching arrangements shall be made in the department/centre during the absence of the applicant :Yes / No
4. Recommended / Not recommended : Yes / No

Date : Signature with Seal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3

VI. Recommendation of the Dean of the School

 Recommended/ not recommended

Date: Signature with Seal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VII. Note by the University Officer:

No. of teacher already supported by the University from the concerned Department/ Centre for the Conference etc.(abroad)/ in the Country during the financial year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Signature