



ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ

PUNJAB TECHNICAL UNIVERSITY JALANDHAR

(Established by Punjab Govt. Act No. 1 of 1997)

Propelling Punjab to A Prosperous Knowledge Society.....

Jalandhar-Kapurthala Highway, Kapurthala-144601. Ph; 01822-662501-20

GENERAL INSTRUCTIONS FOR AVAILING PARTIAL FINANCIAL ASSISTANCE FOR RESEARCH PAPER PRESENTATION IN INTERNATIONAL ACADEMIC CONFERENCE / SEMINAR / SYMPOSIUM

Under the Scheme of “**Partial Financial Assistance for Research Paper Presentation at International Level**” (PFARPPIL), the university is providing the partial financial assistance to attend International Conference/Seminar/Symposium/Workshop in Engineering and Technology, Applied Sciences, Architecture, Town Planning, Management, Pharmacy, Applied Arts & Craft and such other areas held abroad. The scheme is aimed at promoting Research and Development in Technical Education by way of providing opportunity to the meritorious teachers to interact with academicians / researchers / scientists across the globe.

The applicant must be employed in PTU or in any Institution/College affiliated to PTU and recognized by AICTE, New Delhi. PTU will provide grant to the candidates for one way international air travel fare and 50% of registration fee. It will be provided once in three year to the faculty of the affiliated colleges. Maximum limit of providing such assistance would be Rs 50,000/- per candidate. This will be available only for paper presentation and not for participation alone. The applicant is expected to travel by shortest route under Economy Excursion class preferably by Air India.

The amount sanctioned under this scheme shall be reimbursed through crossed cheque/draft on receipt of bill, statement of expenditure along with the copies of Air ticket, travel document, a brief report of the conference, other scientific and technical activities undertaken during that period duly signed by the Registrar/Principal/Director of the institute.

TERMS & CONDITIONS

1. The proposals should reach the office of Dean Academic at PTU at least three months in advance to the dates of Conference.
2. The assistance is in the form of token travel grant to meet partially, the travel expenses and registration charges only.
3. The grant shall be utilized to meet the expenses to attend the International Seminar/Conference/Symposium/Workshop abroad.
4. The sanction once made to attend a specific conference, in any case, cannot be utilized for the purposes to attend any other Conference / Seminar / Symposium.
5. Applicants are required to apply on the prescribed application format only provided in this brochure.
6. Incomplete applications shall not be entertained.
7. Applications should accompany a copy of seminar announcement, letter of confirmation for paper Presentation/chairing the session/keynote address/ any other.
8. The applicant should be a regular employee of the PTU affiliated college.
9. As the scheme is partial financial assistance, the preference will be given to the applicants, who have obtained prior sanction of partial assistance from the institute, where working, or from any other government agency.



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APPLICATION FORM FOR GETTING PARTIAL FINANCIAL ASSISTANCE FOR PRESENTING PAPER AT INTERNATIONAL ACADEMIC CONFERENCE /SEMINAR/SYMPOSIUM

A. BIO DATA	
1. Name (<i>in Capital Letters</i>)	
2. Father's Name (<i>in Capital Letters</i>)	
3. Date of Birth & Sex	
4. Designation	
5. Official Address	
6. Contact No.	
7. Name & Address of affiliated College	
8. AICTE approval / Letter No. Extension approval of affiliated college	
9. Field of Specialization	
10. No. of Publication (<i>Separate list may be attached</i>)	
11. Date of Appointment to the present post & Total Experience (<i>Teaching & Research</i>)	
12. Date of Superannuation	
13. Basic Pay	
B. CONFERENCE DETAILS	
14. Name/Title of the conference to be attended	
15. Brief details of organizers with complete address	
16. Name of the Country & town, where the conference will be held	
17. Duration of the conference. (<i>with Dates</i>)	
18. Title of the Paper (<i>Attach a copy of full length paper</i>)	
19. Whether the paper has been accepted for presentation. If yes, indicate the mode of presentation, i.e. Oral or Poster. (<i>Attach Documentary evidence</i>)	

20. Whether the paper is co-authored. If yes, attach “ No Objection Certificate ” from the co-author(s).			
21. Indicate the complete travel plan from the proposed date & time of departure from the place of working to the conference and back. <i>(use separate sheet, if required)</i>			
22. Assistance required from PTU			
S. No.	Particulars	Total Amount (Rs.)	Amount required from PTU (Rs.)
1	Airfare (both ways) (by economy class or excursion ticket not exceeding Air India fare) including Tax <i>(copy of Air Fare & shortest route preferably from Air India must be attached)</i>		
2	Registration Fee <i>(attach documentary evidence)</i>		
Grand Total Rs.			

22. Has the applicant approached the organizers:
- | | |
|--------------------------------------|----------|
| (a) waive-off registration fee | YES / NO |
| (b) support air travel | YES / NO |
| (c) get the maintenance allowance | YES / NO |
| (d) support for boarding and lodging | YES / NO |
| (e) any other (specify) | |
23. If YES, to any one of the above items, indicate the latest position and the amount likely to be made available:
24. Indicate the agency / institution, to whom applied for meeting the remaining (50%) cost involved in attending the conference
25. Has the applicant availed the financial assistance for attending seminar/conference/symposium etc. in the last 03 years prior to the date of the present conference: YES / NO

Name of the conference attended	Place and Dates of conference	Financial assistance availed (in Rs.)	Sanction Letter no. with date

26. Any other information the applicant would like to give in support of the case:
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I certify that

- a) The details given above are true to the best of my knowledge and belief. If any information is found incorrect at a later stage, I shall pay back the entire money to the university.
- b) The money received will be used for the purpose, for which it is requested.
- c) In case financial assistance is received from the organization or any other agency, I shall pay back the amount granted by the PTU.
- d) I shall abide by the rules & regulations of PTU.

Place:

Date:

(Signature of the Applicant)

CERTIFICATE BY HEAD OF THE INSTITUTION

It is certified that Mr./Ms.S/D/o Sh.
is a regular employee of this college/institution. He is applying for availing partial financial assistance from Punjab Technical University, Jalandhar, for research paper presentation at International Level. Further it is certified that:

- (i) The details given by the applicant are correct.
- (ii) The applicant has not availed this grant in the last three years.
- (iii) The applicant has enclosed all the relevant documents.
- (iv) The Institution/College is affiliated to PTU and is approved by AICTE.
- (v) The Institution has No Objection on the participation of the applicant in the conference.

Signature:

Name:

Designation:

Date:

Office Seal:

For Office Use

COMMENTS OF RECOMMENDING COMMITTEE AT PTU

1. Paper Accepted	YES / NO
2. Proof regarding fee attached	YES / NO, Amount
3. Proof of Air Travel Invoice attached	YES / NO, Amount
	Total
	50% of the Total Amount

Recommended for amount of Rs.

Signatures of Recommending Committee:

1. 2. 3.



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PERFORMA FOR RE-IMBURSEMENT OF THE EXPENDITURE INCURRED FOR ATTENDING CONFERENCE / SEMINAR / SYMPOSIUM

- Name :
- No. & Date of PTU's approval letter :
- Name & Place of Conference attended :
- Duration of the conference attended :
- Duration of the Stay abroad :
- Total expenditure incurred as per details :

Details of Expenditure

A. Travelling Expenses (Only International Air Fare Details):

S. No.	From	To	Air Fare (Rs.)	Any discount given by travel agent (Rs.)	Net Paid (Rs.)	Amt. to be reimbursed by PTU (Rs.)	Remarks
1							
2							
TOTAL							

B. Registration Fee Detail:

Total Registration Fee (Rs.)	Any discount by organisation (Rs.)	Net Paid (Rs.)	Amt. to be reimbursed by PTU (Rs.)	Remarks

- Financial assistance received from any other agency (Rs.) :
(In lieu of the funds sanctioned by PTU)
- Balance amount to be reimbursed by PTU (Rs.) :

Checklist of documents enclosed: (Tick mark ✓ in the box , if attached that document)

1. Copy of University approval letter for availing the financial assistance under PFARPPIL.
2. Counter foil of Air India Tickets in original.
3. Copy of First Coupon of Air Ticket.
4. Certificate from Air India indicating the cost of return Airfare by economy excursion class by the shortest route.
5. Original receipt of Registration fee paid.
6. Copy of certificate of participation at the conference.
7. Report of visit as per the attached format.
8. Documents regarding support from other agencies, if any.
9. Dollar to Rupee Conversion certificate from approved agencies or S B I
10. The conference proceedings in the form of CD, Wherever possible.

Certified that:

1. The details given above are true to the best of my knowledge and belief. If any information is found incorrect at a later stage, I shall pay back the entire money to the university.
2. The payment of financial assistance has been utilized for the purpose for which it has been approved.
3. I have not availed assistance for visiting abroad during past three years from the PTU.
4. In case financial assistance is received from the organisers or any other agency for the same purpose. The amount paid by the university will be refunded.
5. Please attach certified copy from Air India Office for Air Fare by Excursion Category Destination and Dollar Rupees Conversion Certificates.
6. I have claimed exact amount of Airfare paid to Agent/Airlines after deducting the commission while purchasing the ticket.

Date:

Signature of Applicant

Forwarded by the Head / Registrar of the Institute

It is certified that Mr./Ms. S/D/o Sh.
is a regular employee of this college/institution. He was on-duty for research paper presentation at International Level as per the details provided by him/her.

Signature:

Name:

Designation:

Date:

Office Seal:



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REPORT OF PARTICIPATION IN INTERNATIONAL CONFERENCE /SEMINAR/ SYMPOSIUM

1. No. & Date of PTU's approval letter :
2. Name of faculty member :
3. Address :
4. Name & Place of Conference attended :
4. Duration of the conference attended :
5. Duration of the Stay abroad :
6. Organization of Conference (Broader theme of conference, Participating countries, No of Sessions, total Papers presented, sponsoring agencies etc.) *{not more than 100 words}*
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.....
7. Academic highlights of the conference including major recommendations and the following:
 - (i) New developments presented at the conference:
 - (ii) New developments resulting from the conference. (200 words):
 - (iii) Name of the publication, in case your work is recommended for publications:

