

# SUMANDEEP VIDYAPEETH

An Institution Deemed to be University u/s 3 and 12B of UGC Act 1956  
Accredited by NAAC with a CGPA of 3.61 on Four Point Scale at 'A++' Grade in Second Cycle  
Category - I Deemed to be University under UGC Regulations 2018

At Post: Piparia, Taluka: Waghodia, District: Vadodara, Gujarat State, INDIA. Pin Code: 391760. Phone: +91 2668 245262 / 64 / 66, Fax No.: +91 2668 245069  
Mobile No.: +91 8980809777, E-mail Id: registrar@sumandeepvidyapeethdu.edu.in, info@sumandeepvidyapeethdu.edu.in | Website: www.sumandeepvidyapeethdu.edu.in

Date: \_\_\_\_\_

## APPLICATION FORM FOR AVAILING INCENTIVE FOR PAPER / POSTER PRESENTATION / PRIZE, OR AWARD

### I. Basic Information:

Teachers Name:	
Designation:	
Department:	
Institute:	
Contact No.	
E-mail Id	

### II. Other Details

Name of the Academic Event:	
Organizing body of the Academic Event:	
Type of Development Program*	
Type of Event**	
Level of Event***	
Date/s of Event:	

\* Professional Development Program, Faculty Development Program, etc.

\*\* Conference, Convention, Symposium, Workshop, etc.

\*\*\* International, National, State, Regional, Institutional / Institute, Local, etc.

### III. Details of presentation / prizes / awards:

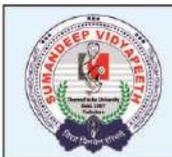
Title of paper / poster	
Abstract of presentation	
Whether free paper / free poster - specify	
Invited as*, for presentation, if any	
Details of Prize – won, if any	
Name & Details of Award, if any	

\* Keynote speaker, Resource person, Guest speaker etc.

### IV. Incentive Claim:

Type of expenses	Claimed (in Rs.)
Registration Fees**	
Travel**	
Accommodation**	
Incentive for Prizes / Best presentation	
Incentive for Award	
Total Rs.	

Signature of Teacher



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## Declaration:

I, \_\_\_\_\_, hereby, declare that I have read and understood the **Policy on Incentives for Organizing / Participating in Professional / Faculty Development Programs**, of Sumandeep Vidyapeeth Deemed to be University. After disbursement of claim, in case of any discrepancies or violation of the policy is found, then the Institution has full rights to withdraw the incentives disbursed to me.

Signature of Teacher

## Enclosure:

1. Self attested copy of Certificate of Attendance
2. Self attested copy of Certificate of Presentation
3. Self attested copy of Certificate of Prize, if any
4. Self attested copy of Certificate of Award, if any
5. \*\* Self attested copy of expenses related documents
6. Self attested copy of related documents from Conference abstract book, if any
7. Self attested copy of approval letter from Institutional Ethics Committee of SVDU, if any
8. Any other document, if applicable

## For office use Only

Type of expenses	Sanctioned (in Rs.)
Registration Fees**	
Travel**	
Accommodation**	
Incentive for Prizes / Best presentation	
Incentive for Award	
Total Rs.	

Remarks & Signature of Head of Department:	
Remarks & Signature of HOI / Dean / Principal:	

## For office use

Detailed Remarks & Signature of Chairperson, Student and Faculty Development Cell:	
Remarks & Signature of Director, Dept. of Staff and Student Welfare:	
Remarks of the Registrar, SVDU	
Remarks of the Vice-Chancellor, SVDU	