

JAMIA HAMDARD
Hamdard Nagar, New Delhi 110062

INTERNATIONAL/NATIONAL TRAVEL GRANT (ITG) APPLICATION FORM

(Application for financial assistance for the University teachers for attending
International Conferences/ Symposia/ Seminars/ Workshops etc.)

ORAL PRESENTATION ONLY

[Application to be Filled in by Hand in Original Format only]

A. Details about the applicant

1.	Name of the Applicant	
2.	Employer ID	
3.	Designation	
4.	Nature of Appointment	Permanent/ Regular/ Contractual etc. (Pl specify)
5.	Department/ School Mobile: Email:	
6.	Field in which the paper is to be presented	

B. Conference Details:

7.	Name/title of the conf.	
8.	Organizers (Pl. attach supporting docs)	
9.	Country and town where the conference will be held	
10.	Duration (Exact dates)	
11.	The role of applicant	Invited Speaker/ Oral presentation etc. (Pl specify & also attach documentary proof)
12.	Copy of the abstract/paper	Please attach

13.	Authors (Assistance to be provided only to the first/responding author)			
14.	Financial assistance (Registration fee etc.) from any other source and/or the organizers, or the expenses to be borne by self (Please attach copy of the documentary proof, or an undertaking in case of self)			
15.	Estimate of total expenses including Registration fee, Air Fare, Visa fee etc. (Attach supporting docs)			
16.	Fund required from the Jamia Hamdard (a) Airfare (both ways) (b) Registration fee (c) Visa fee (c) Per-diem? Total in Rs.			
17.	Give details and attach proof of approaching any other funding source for financial assistance.			
18.	Has the applicant availed any financial assistance from Jamia Hamdard for international travel in last three years?			
Conference, Organizers, Country, and Topic of paper		Date of Conf.	Financial Assistance from JH (in Rs)	REMARKS OF THE ACADEMICS SECTION
19.	Proposed date of joining the duty after the conference is over			

20.	Any other information the applicant would like to give in support of the case/ attach a one/two-page CV	
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CHECKLIST & UNDERTAKING

Tick the box	Undertaking
	I have CHECKED AND ATTACHED all relevant documentary proofs as indicated in the above ITG (grant) application format and certify that the details given above are correct and no facts have been hidden or manipulated.
	If the information supplied is found to be incorrect at a later date, I shall reimburse the entire amount to Jamia Hamdard.
	The amount received will be used for the purpose for which it has been requested.
	In case the complete or partial financial assistance is received from the organizers or any other agency at a later date after the conference, I shall pay back the total amount released by the Jamia Hamdard.
	I shall abide by the decision of the Jamia Hamdard.

Kindly read the ITG sanction guidelines available in Academic section.

Signature of the applicant with Date

Signature of HOD/Dean
(Please Date and Stamp)

Registrar

Observations/recommendations of ITG Cttee.