

In Connection with the
AQAR (Annual Quality Assurance Report) Format
in operation from
the Academic Year 2020-21 :

Criterion No. 6 :

Governance, Leadership and Management

Key Indicator 6.3 :

Faculty Empowerment Strategies

Matrix 6.3.2 :-

Requisition for Financial Support to attend Conferences/Workshops and towards membership fee of professional bodies :-

ACADEMIC YEAR :

1. **Name of the Faculty Member : Dr/Ms/Mr.....**
(in capital letters)
2. **Name of the Department :**
3. **Details of the Conference/Workshop Attended :-**
 - a. **Theme/Title :**
 - b. **Organizing Institution(s) :**
 - c. **Organizing Department(s) :**
 - d. **Duration :**
 - e. **Date(s) :**
 - f. **Venue :**
4. **Nature of Participation :-**
 - a. **As President/Chairperson of a Session**
 - b. **As an Expert**
 - c. **As a Resource Person**
 - d. **As a Panelist**
 - e. **As a Delegate/Participant**
5. **Details of Expenses Incurred :-**
 - a. **Registration Fee :**
 - b. **Conveyance :**
 - c. **Accommodation :**
 - d. **Any Other (specify):**

TOTAL :

In Words:
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Remarks (if any) :

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N.B. : Documents to be attached :-

- (i) Copy/Photo of Notice/Advertisement/Flyer/Banner/Poster (if any).
- (ii) Complete Programme of Conference/Workshop.
- (iii) Invitation Letter/Card (if any).
- (iv) Supporting Papers for Expenditure on account of Conveyance.
- (v) Supporting Papers for Expenditure on account of Accommodation.

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Signature of the Faculty Member

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Countersigned by The Coordinator, IQAC

DETAILS OF BANK ACCOUNT

- a. Name of the Bank :
- b. Name of the Branch :
- c. Address of the Branch :
- d. Name of the Account Holder (In Capital Letters):
- e. Type of Account :
- f. IFS Code :

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Signature of the Claimant

FOR OFFICE USE ONLY

After customary scrutiny, released for Reimbursement a sum of Rs. (in figures)
[Rupees..... (in words)]
On (date).

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Signature of the Bursar

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Signature of the Principal