

(Refers to Para 11 of SOP issued vide HQ
 AWES letter No B/45840/Wksp-Seminar/
 AWES dt 13 Mar 2019)

APPLICATION FORM

1.	Name of Applicant	:	
	Designation	:	
	Department	:	
	Employment	Regular (Yes/No) since	/ Terms Base (Yes/No) from

2.	Academic Profile :		
	Class/Institution	Year	Subject
	UG		
	PG		
	Ph.D		
	Post-Doctoral		
	Any other		

3.	Experience Details:			
	Experience	Details	Duration	Name of Employer
	(a) Teaching			
	(b) Research*			
	(c) Industry			
	(d) Any other			
*Details of research project may be provided separately, if any				

4.	Publications of the applicant during last five years:-			
		Year	Nos	Impact factor
	(a) Referred Journals			
	(b) Books			
	(c) Proceedings			
	(d) Research			
	(e) Popular Articles			
(f) Patents				



5	Contribution of applicant in enhancing academic excellence in the institution:			
	Ser No	Year	Contribution of the applicant (during last three years)	
			Project Activities	Institution development activities
	(a)	2014-15		
	(b)	2015-16		
(c)	2016-17			

6	Name of the Event :
	Type :
	Venue & Date :
	Organised by

7	Purpose of the event (put a tick mark against the appropriate place)		
	Ser No	Items	Remarks
	(a)	Paper presentation :	
	(b)	Chairing a Session :	
	(c)	Keynote Speaker :	
	(d)	Study & network tour :	
	(e)	Collaboration with the organization :	

8	Provide write-up on the following : attach as Annexure-I	
	(a)	Focus of the event on improving the quality of teaching and research (or the institutional effectiveness) of an Institution. (Objectives of the visit be clearly mentioned).
	(b)	Benefit to the applicant from the event and expected outcome which may impact the institution.
	(c)	Visit linkage to the Institutional Development Objectives and to assessed current training needs.
	(d)	Application's plan of sharing the experience / knowledge / information acquired during the event with fellow faculty members.
	(e)	Alternative arrangement proposed by the applicant about appropriate continuance of teaching and research commitments during his / her period of absence.



9. Travel Plan (from the place of work to the venue of event and back)					
S.No	Date and Time	Departure	Date and Time	Arrival	Mode

10. Details of Expenditure	
Items	Remarks
(a) Total air/train fare by shortest route by economy class by low cost airlines (attach travel itineraries)	:
(b) Amount of Registration Fee	:
(c) Accommodation and other logistics	:

11. Details of FDPs / Workshops / Seminars / Conferences attended during last five years (In Chronological order)			
Name of event	Date	Venue	Details of Sponsors

12. Following documents are attached herewith:-

- (a) Invitation from organizing body alongwith general instructions on event (Annexure-II).
- (b) Schedule of activities at Seminar/Workshop/Event (Annexure-III).

13. Any other relevant information in support of the application:-

- (a)
- (b)

Place :

(Signatures of the applicant)

Date :

RECOMMENDATIONS OF HoD

(Recommendations to highlight importance of FDP / Workshop / Seminar / Conference towards overall growth of Department/Institute)

Place :

(Signatures of HoD)

Date :



RECOMMENDATIONS OF HEAD OF INSTITUTE

(To recommend whether FDPs / Workshop / Seminar / Conference / Event would accrue additional advantage for academic and research profile of the College / Institute. Also comment on overall financial implications (attached as Annexure-IV)

Place :

(Signatures of the Head of Institute)

Date :

APPROVAL OF CHAIRMAN IMC / CMC

Place :

Date

