

(Refers to Para 18 of SOP issued vide HQ
AWES letter No B/45840/Wksp-Seminar/
AWES dt 1st Mar 2019)

APPLICATION FORM (FORM 'A')

1.	Name of Applicant	:	
	Designation	:	
	Department	:	
	University Regn. No.	:	

2.	Academic Profile:		
	Class/Institution	Year	Subject
	UG		
	PG		
	Any other		

3.	Name of the Event	:	
	Type	:	National / International
	Venue & Date	:	
	Organized by	:	
	Registration Fees	:	

4.	Purpose of the event (tick mark against the appropriate place)		
	Ser No	Items	Remarks
	(a)	Paper presentation	:
	(b)	Attending Event	:

5.	Travel Plan (from College / Institute to venue for the event and back)					
	S.No	Date and Time	Departure	Date and Time	Arrival	Mode

(Note : Conference Brochure to be attached).

(Signature of the applicant)

(Forwarded by Mentor)

Place :

Date :



RECOMMENDATIONS OF HoD

(Recommendations to highlight importance of Conference / Seminar / Event towards overall growth of Student / Department / Institute)

Place :

(Signatures of HoD)

Date :

RECOMMENDATION OF HEAD OF INSTITUTE

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

Place :

(Signatures of the Head of College / Institute)

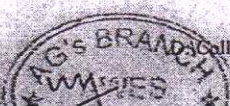
Date :

APPROVAL OF CHAIRMAN IMG / CMC

Place :

(Signatures of the Chairman)

Date :



(Refers to Para 18 of SOP issued vide HQ
AWES letter No B/45840/Wksp-Seminar-
/AWES dt 13 Mar 2019)

CLAIM REIMBURSEMENT FORM (FORM 'B')

1.	Name of Applicant	:	
	Designation	:	
	Department	:	
	University Regn. No.	:	

2.	Name of the Event	:	
	Type	:	National / International
	Venue & Date	:	
	Organized by	:	
	Registration Fees	:	

3.	Reimbursement of Registration Fees		
	Registration Fees	:	
	Whether paid?	:	

4.	Details of Expenditure		
	Travel	:	
	Stay	:	

5. Monetary Incentive Recommended by Mentor.
6. Following documents are attached herewith:-
 - (a) Original Money Receipt of Registration Fees.
 - (b) Receipts / Ticket for travel expenses.
 - (c) Receipts (Tariff for stay, food bills etc).
 - (d) Photocopy of Certificate of Paper Presentation by Conference Organizer

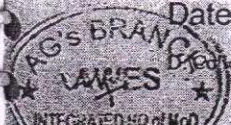
(Signature of the applicant)

(Forwarded by Mentor)

Place :

Date :

File No: B/45840-WKSP-SEMINAR-AWES.doc



**SELECTION CRITERIA: THE FOLLOWING CRITERIA WILL BE USED BY THE
SCREENING COMMITTEE**

Ser No	Field	Evaluation Criteria	Points	Points Scored
1.	Is the FDP / Event / Visit focused on improving the quality of teaching or research (or the institutional effectiveness) of a Institution?	All the evidence that this criterion has been met is strong and clear.	2	
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1	
		No evidence that this criterion has been met	0	
2.	Will the applicant benefit from the FDP / Event / Visit?	All the evidence that this criterion has been met is strong and clear.	2	
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1	
		No evidence that this criterion has been met	0	
3.	Is the visit linked to the Institutional Development Objectives and to the current assessed training needs?	All the evidence that this criterion has been met is strong and clear.	2	
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1	
		No evidence that this criterion has been met	0	
4.	Is the action plan for how the applicant will share the experience / knowledge / information gained likely to have an impact on others beyond the applicant?	All the evidence that this criterion has been met is strong and clear.	2	
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1	
		No evidence that this criterion has been met	0	
5.	Has the Institution ensured that teaching or research commitments will be appropriately continued during the absence of the participant?	All the evidence that this criterion has been met is strong and clear.	2	
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1	
		No evidence that this criterion has been met	0	
Total Score				

Note : Applicants will have to score at least one point in each field and get a total of at least 7 points in order to have his / her application considered for approval.

