

**G. H. RAISONI COLLEGE OF ENGINEERING AND MANAGEMENT, PUNE**

---

**R & D Promotion Cell**  
*(Application Form for Staff)*

To:  
**Dean (R & D)**

Date: .....

**Through:** Head of Dept of .....

Respected Sir/Madam,

I wish to avail the financial assistance for Paper presentation / publication in

- 1) Seminar /Conference
  - 2) Journal
  - 3) Workshop
  - 4) Any other
- Specify-----

Following documents are attached herewith.

- 1) Budget
- 2) Full length Paper
- 3) Acceptance letter
- 4) Reviewer's Remarks/Comments
- 5) Quotation (Air fare for Int. Conf. abroad) (Original)
- 6) Application in AICTE/ DST format (for Int. conf. abroad)
- 7) Conference leaflet
- 8) Statement from organizer that the expenses (TA & DA) not supported/partially provided.
- 9) Certificate of participation & Tickets (original) (To be submitted after the event)

These are submitted with a request to kindly accord approval for the same. Thanking You,  
Sincerely,

Signature of staff

**Regular / Ad hoc**

**Name(s) of Staff(s):**

**Total fund availed in this academic session : Rs. ....**

**Mobile No.**

**(Under different heads: Training/R&D cell etc)**

**Bank Name:**

**Branch:**

**Account No.**

**IFSC Code:**

---

**Remark on Scrutiny by dept. HoD:** The applicant /paper satisfy all the conditions vide our R & D Initiates/Policies dt. 06/08/2016

**Head of Department**

Note: Expended amount will be sanctioned subject to recommendation from Scrutiny committee.

---

**Recommendation by the Scrutiny committee**

- 1) Registration fee only      2) Reg. Fee + 100% TA      3) Other

**Dr. Preeti Bajaj**  
**Director, GHRCE, Nagpur**

**Dean (R&D)**  
**GHRCEM, Pune**

---

**Submitted to Director:**