

Bapatla Engineering College : : Bapatla

(Autonomous)

R & D Cell

Application for Approval of Financial Assistance to Conduct R & D Activities (Conference/Workshop/FDP/STTP/Seminar/Webinar)

Date:

1. Name of the Faculty:
2. Designation:
3. Department:
4. Date of joining the Institution:
5. Category of the activity (Conference/Workshop/FDP/STTP/Seminar/Webinar):
6. Title of the Event:
7. Schedule of Event:
8. Details of the Resource Persons/Speakers:
9. Relevance of Event:
10. Target Audience [Students/Research Scholars/Teaching Staff/Non-Teaching Staff] :
11. **Conference Publication Details** : Output of the Conference leads to a Publication then provide the details
Name of Journal/Proceeding _____
Index (SCI/Scopus): _____
Expected No. of Papers: _____

12. Budget Proposal:

Nature of Expenditure	Estimated Cost

Total: Rs. _____ (In Words) : _____ rupees only

Declaration

I hereby declare that the event (Conference/Workshop/FDP/STTP/Seminar/Webinar) for which I am seeking financial assistance is directly related to my teaching and research area. I undertake to submit all the required documents to the R&D Cell within 10 days of completion of the event. I also agree to comply with the rules and regulations of the R&D Cell.

Signature of Faculty Member

Dept. Research coordinator

Head of the Department

Assoc. Dean (R&D)

Dean(R&D)

Principal

Secretary

Note : 1. The cheque may be issued after submission of xerox copy of approved application form to Associate Dean (R & D) and concern department R and D coordinator.

2. Enclosures: Event brochure, acceptance letter, Estimated expenditure statement. Any other relevant documents