

# MAHATMA GANDHI UNIVERSITY

## Notification

Applications are invited from full time Research Scholars belonging to SC/ST community pursuing research in Mahatma Gandhi University departments/University approved Research Centres for availing fellowship assistance to participate in Seminars, Conferences within India as part of the '**Empowerment/Facilitation Programme for SC/ST Students**' scheme of the Mahatma Gandhi University.

### **Eligibility to apply:-**

Research Scholars belonging to SC/ST Category doing full time research in University departments/University approved research centres can apply. The assistance shall be available for research paper presentation in Seminars, Conferences conducted in India **from 01.04.2022 to 31.03.2023**. Candidates who have already received financial assistance for the paper presentation from any other funding agencies shall not be eligible.

### **Nature of Assistance Available under the Scheme**

The financial assistance for SC/ST students will be paid 100% once for the total admissible expenditure such as travel allowance and registration fee for presenting the paper in national/international level seminars and conferences.

### **How to Apply**

The application shall be submitted to the Registrar, Mahatma Gandhi University through the Research Guide and Research Centre Director in the prescribed application form along with all necessary enclosures with a copy of the paper acceptance letter from the organizers of Conference and the full text of the paper presented in the Conference. Incomplete applications will not be considered and no correspondence will be entertained in this regard. The submission of a proposal does not automatically mean that it has the approval of the University. If the paper is co-authored, then a no-objection certificate(s) from the author(s) may be attached with the application. In case of two or more applications for the same paper(s) only one application will be considered and priority will be given to the first author.

### **Submission of the Claim**

In order to ensure prompt action in releasing the fellowship assistance, the applicant shall submit the following documents within one month after the conference is over:

- i. A statement of account giving full details of expenditure incurred on travel viz. Ticket details for Train/Bus for claiming Travel allowance.
- ii. Original Receipt showing Registration expense for the conference.
- iii. A brief note on the participation in the conference.

iv. Certificate of participation in the conference.

v. Original cash memo/Receipt may be enclosed with the claim.

Vi. Attested copy of University Order granting PhD Registration to the candidate.

Vii. Copy of Caste Certificate

### **Conveyance claim**

Persons selected for participation should travel by train or Bus.

### **Procedure for Approval of the Proposal**

The proposal(s) received duly completed in all respects will be evaluated by the University Research Committee and a final decision will be taken.

### **Procedure for release of grant**

The entire amount due to the candidate is disbursed in one instalment after the conference is over and relevant documents are submitted by the applicant, subject to availability of funds.

**Application for availing financial assistance to participate in seminars, conferences within India under the 'Empowerment/Facilitation programme for SC/ST Students' scheme of Mahatma Gandhi University**

**A. Details about the applicant**

1. Name :
2. Date of Birth (Age) :
3. Sex ( Male/Female/Transgender) :
4. Category SC/ST :
5. Address with pin code :  
Telephone: \_\_\_\_\_(O), \_\_\_\_\_(R)  
Mobile:                      Email:
6. Indicate the field of paper presented :
7. List of publications in the specific field (*attach Separate sheets*) :
8. Whether a member of national/ international Professional bodies :  
If YES specify the name of the body (s) :
9. Name of the University Department/Research Centre :
10. Account details with Branch Name & IFSC Code :

**B. CONFERENCE DETAILS**

11. Name/title of the conference attended :
12. Name of the organizers with complete address :
13. Where the conference was held :
14. Duration of the conference (*date, month & year*) :
15. The role of the applicant in the Conference/ Symposium :
  - (a) Presiding/chairing a Session :  
(if yes, attach documentary evidence) :
  - (b) Delivering a plenary lecture/invited talk :  
(*attach documentary evidence along with a copy of the full text of the lecture/talk.*) :
  - (c) Presenting a paper (*please attach abstract and full paper*) :

16. Whether the paper was accepted for presentation :

*(attach documentary evidence and a copy of the full paper presented in the conference. The acceptance letter enclosed with the application must be on letter head duly signed by the organizer If the acceptance/invitation is received by mail then details of conference organizer may be given with acceptance letter)*

17. Indicate the mode of presentation (attach :  
documentary evidence)

18. Indicate whether the paper has been co-authored :  
*(In case it is co-authored give names of the authors along with their addresses)*

19. Whether 'no-objection' certificate (s) from the :  
co-author (s) have been enclosed ?  
*(attach photocopy of the certificate(s) )*

20. Indicate the complete travel plan from the :  
proposed date and time of departure from the  
research centre to the conference and back.

21. Do the conference authorities send the :  
paper for review before accepting it? If yes,  
provide details of the review

22. Indicate the amount to be paid to the :  
organizers as registration fee *(copy of the  
Registration Form to be enclosed)* :  
Assistance required from the University :  
**(a)** Train fare/Bus fare*(both ways)* :  
**(b)** Registration fee :  
**Total (in Rs.)** :

23. Has the applicant approached the :  
organizers/any other agency to :  
**(a)** Waive registration fee? :  
**(b)** Any other? *(specify)* :

24. If 'YES' to any one of the above items, indicate the :  
latest position and the amount likely to be made  
available *(attach documentary evidence)* :

25. Has the applicant availed the financial assistance from University for attending seminar/conference/ symposium etc. in the last 2/3 years prior to the date of the present conference? :

(a) If 'YES' give the details in the following table :

Name of the Conference	Place and dates of the conference	Financial Assistance availed ("in Rs.)	University sanction order no. with date

26. Date of joining the class in the Research centre after the conference :

27. Any other information the applicant would like to give in support of the case. :

**I certify that**

**(a)** The details given above are correct.

**(b)** If the information supplied is found to be incorrect at a later date, I shall reimburse the entire amount to the University.

**(c)** The amount received will be used for the purpose for which it is requested.

**(d)** In case financial assistance is received from the organizers or any other agency I shall pay back the amount granted by the University.

**(e)** I shall abide by the decision of the University.

Place:

**(Signature of the applicant)**

Date: