



RESEARCH & PROMOTION POLICY

The University's Centre for Research (SOU-RDC cell) has been instrumental in promoting research initiatives and drafting policies, guidelines, and SOPs for researchers. The vision of this center is to encourage teachers and students to engage in society-oriented, evidence-based translational research. To achieve this, it has formulated relevant policies and undertaken various initiatives to advance Research & Development within the University.

The Silver Oak University Research Promotion Policy supports its academicians, research staff, and stakeholders in achieving excellence in research, innovation, and entrepreneurship. This commitment uplifts the institution and ultimately benefits society at large.

Silver Oak University offers an ecosystem conducive for performing quality research in the various subject areas. Being a self-financed university, it has financial constraints in fulfilling all research needs, hence it encourages its researchers for attracting research funding from external sources; but wherever necessary, it has the commitment to support the researchers financially in their R & D endeavors. This policy is a guideline and not an exhaustive document of "Dos" and "Don'ts" for the researchers to inculcate the principles of honesty, integrity, trust, accountability, responsibility, openness and co-operation among the faculty members and the students giving them full academic freedom. But, it must be remembered that the University platform shall never be used against the universally accepted National and International laws and ethics or against National policies, security and National interests.

The primary aim of this policy is to cultivate, promote, and strengthen research and scholarly activities among the university's faculty and students, enhancing the quality of their R&D efforts.

1.0 THE OBJECTIVE

Followings are the objectives of this policy:

- Raise awareness about research processes, procedures, guidelines, and available incentives/awards for university researchers.
- Encourage faculty to apply their expertise in services to external agencies and industries, fostering industry growth and generating revenue to enhance the university's R&D activities.



- Promote exemplary research conduct by adhering to universally accepted ethics and good scientific practices, avoiding scientific misconduct.
- Foster a scientific temperament among researchers to establish the university as a research-oriented institution.
- Encourage researchers to protect their research output through patents, copyrights, or other forms of intellectual property, in accordance with the university's IPR policy.
- Coordinate R&D activities across various university institutes.
- Continuously monitor the research projects to ensure the quality by R&D Cell.
- Provide an effective support system to facilitate R&D and scholarly activities.
- To Widen the Research Foot print and strengthen the external industrial collaborations with formation of Centre of Excellence.
- Promote the publication of research output in reputable, high-impact peer-reviewed journals.
- Promote quality research that can be patented and commercialized.

2.0 SCOPE OF THE POLICY

The policy is intended for all the academic, research and supporting staff and students of Silver Oak University engaged in teaching-learning, publishing papers in reputed journals.

3.0 SILVER OAK UNIVERSITY – CENTRE FOR RESEARCH (SOU-RDC Cell)

To enhance R&D activities, the SOU-RDC Cell has been established as a central coordinating department within the University. This Cell will serve as the custodian and promoter of R&D efforts. It will play an advisory and coordinating role for all researchers at the University, ensuring the proper management and execution of the University's R&D policy in the following ways:

- All research proposals for external funding must be submitted through the SOU-RDC Cell. The Cell will provide advice to improve the quality of these proposals, and all research proposals must be submitted to the SOU-RDC Cell by 10 days before the funding agency's deadline.
- All internal funding proposals should be submitted to the SOU-RDC Cell for necessary processing. The Cell will follow established procedures for processing these internal proposals.



- All patent applications must be processed by the inventors or researchers after obtaining advice from the SOU-RDC Cell office.
- Any other proposals for financial assistance, such as travel for paper presentations, invited expert talks, incentives for publishing research papers, books/book chapters, patent application filing and examination requests, or awards (Research Excellence/Promotion Awards), should be submitted to the SOU-RDC Cell. The Cell will process all such applications.

A. Research Administration:

SOU-RDC Cell is responsible for formulating research policies. The Heads of the departments are responsible for facilitating and coordinating the research activities of their respective department. SOU-RDC Cell is headed by the Vice Chancellor, with Deans, Heads of the Institutions and Senior Professors from other Universities and professionals, entrepreneurs and Scientists from industries as members.

The primary responsibilities of SOU-RDC Cell are

Framing and monitoring the regulations for research programs.

- Imparting quality and standards in the research programs.
- Setting minimum standards and rules for Ph. D. guide ship.
- Sanctioning Silver Oak University Research Fellowship (IRF) for research scholars.

B. Resources to support research

Introduction:

Resources are generated, allocated, and earmarked for research under a separate budget head.

The funds towards research promotion are given in different heads, such as;

- Seed money for projects
- Article publication in journals
- Publications in conferences
- Books and book chapter publications
- Patents
- Expert lecture delivering/attending training programs/paper presentation

B.1. Intramural Minor Research Project (Seed money for projects):

The Seed money is provided by SOU RDC Cell to its faculty to carry out their preliminary research work or to establish a research facility. The proposal for seed money can be submitted



by an individual faculty member or a group of faculty members. A project evaluation committee consisting of the (i) Dean Research (ii) Research area expert and (iii) Concerned HoI/Head will scrutinize the proposal and approve it.

The faculty member/group can utilize the seed money for equipment, consumables, travel expenses (related to surveys), capacity building, software, databases, stationary, testing and analysis, pilot test etc. The seed money cannot be utilized for manpower.

B.2 Article Publications in Journals

Faculty members are encouraged to publish their research work in reputed International/National journals with high impact factors (SCI). Preference shall be given to publication of research articles in journals publishing the articles free of cost

B.3 Publication in conferences

SOU is committed to increase the exposure of its faculty and students by encouraging them to attend & present papers at national and international conferences and to attend seminars and workshops for their professional growth, academic up gradation, and excellence in research. Financial support is given towards that, including registration fees and travel grants for conferences, workshops, and seminars. Dean/HoI may also nominate faculty members for conferences/ seminars/workshops for financial support.

B.4 Books and book chapter publications

Faculty members are also encouraged to disseminate their knowledge/expertise by writing books or book chapters in edited books, and publishing them with publishers of repute.

B.5 Patents

The institution supports the research leading to the filing of patents. The institution also encourages researchers and scholars to patent the requisite proposal. When a faculty member files a patent, a thorough scrutiny is carried out by a team of experts at the departmental, the committee, and the institution levels. The university bears all the expenditures regarding the filing of patents. The institution creates awareness about the IPR among the faculty members and students.

B.6 Expert lecture delivering/attending training programs/paper presentation:

In order to showcase and disseminate their expertise the faculty members are encouraged to deliver invited expert lectures in and outside the University and present their research work in



conferences. Faculty members are also encouraged to upgrade and refine their professional knowledge and skills by attending QIPs/SDPs/workshops organized by other institutions.

C. Research incentive schemes

SOU motivates the faculty to innovate, publish, and produce patentable works regularly. SOU provides incentives and awards as follows to improve research performances and stimulate faculty members into continued research pursuits:

1. Best Researcher Award: Article/Book publications.
2. Incentives to publish and award of patents.
3. Incentives for presenting papers at National/international conferences in reputed institutions.

D. Membership in professional bodies

Faculty members are encouraged to be a part of recognized professional bodies and academic societies. The university provides financial support for their membership fees.

E. Visit of eminent researchers

The visits of eminent scientists and professors of various disciplines and their interactions with faculty members, research scholars, and students create awareness about thrust areas of research and advanced research techniques. It also helps the students and Ph.D. scholars get exposure on international standards.

F. Support for Student Research Projects

SOU has established laboratories facilitated by internet connectivity for the use of Ph.D. scholars. Students are encouraged to make full use of web-based Information and Library Network Centre (INFLIBNET) for carrying out research projects. Field trips are arranged for students to visit Institutions of higher learning, industries and national laboratories.

SOU supports students' project funding through grants from funding agencies. SOU has also funded student projects for various competitions. Various Project Fair/AVISHKAR - an intra-university technical project expo is conducted annually to encourage students to bring out new ideas in the form of prototype models and be suitably rewarded.

G. Efforts to improve infrastructure requirements to facilitate research and strategies evolved to meet the needs of researchers in emerging disciplines:



SOU encourages the faculty to tap funds from national and international agencies for infrastructure facilities. The institution also mobilizes funds and allocates funds for each department for the purchase of equipment, furniture and other aspects needed for the strengthening of the infrastructure of the research laboratories.

H. Interdisciplinary research projects

SOU promotes inter / multi-disciplinary and collaborative research projects.

MoUs with reputed institutions facilitate the faculty of the departments concerned to carry out joint research programs using the advanced facilities in the host labs/centers to improve the quality of their research and publications.

I. R & D PROGRAMS

I.1 Research at UG/PG level:

At the undergraduate (UG) level, research opportunities are generally limited across most disciplines, except for those that include a 'Project' component in the final year. While the project work is typically part of the teaching-learning process, it occasionally results in new findings or discoveries. However, at the postgraduate (PG) level, many disciplines incorporate project work where students engage in R&D activities. This project work should be approached with greater seriousness to foster innovation or the development of new technologies and, at the very least, should result in quality publications.

I.2 Ph.D. degree program:

Research can be defined in various ways, but at its core, it involves uncovering the mysteries of nature, creating new knowledge or technology, or redefining existing knowledge. It also encompasses the application of existing knowledge to develop new devices, products, processes, or improved materials. However, it does not include standard routine activities such as data collection, preparation of teaching materials, routine testing, or other professional tasks that lack the fundamental components of research. Research findings must always be subject to scrutiny and formal evaluation by experts in the field.

I.3 Research by Faculty members:

Faculty members are supposed to engage in R&D activities alongside their regular academic and administrative responsibilities. They are encouraged to protect the intellectual property resulting from their R&D efforts at the university by applying for patents for their innovations. Additionally, faculty should aim to disseminate their research findings by publishing in



reputable, peer-reviewed journals and presenting their work at national and international conferences. Faculty members are also encouraged to enhance their knowledge by participating in conferences, seminars, or workshops. Furthermore, they are encouraged to share their expertise by delivering invited lectures on various platforms both within and outside the university.

J. For encouraging the faculty for R & D activities, faculty members have the opportunity for applying for the following research schemes:

- **Consultancy:** Faculty members are encouraged to undertake consultancy in order to harness their expertise and generate revenue for themselves and for the University. The revenue generated will be utilized to enhance the R&D infrastructure within the university. The consultancy rules outlined in the University's Consultancy Policy will apply to the provision of these services and the sharing of revenue in accordance with the established rules and regulations.
- **Extramural projects:** Faculty members are encouraged to seek research funding from extramural sources by submitting applications to various government funding agencies such as ICMR, CSIR, AYUSH, MHRD, AICTE, UGC, DST, DBT, DAE, GUJCOST, and GSBTM, as well as private and international funding agencies. Faculty members receive incentives for securing projects from these external funding sources.

K. Mode of conducting and communicating R & D activity

- **Collaborative research:** The university aims to create an environment conducive to research and provide sufficient research facilities; however, it may not be feasible to supply everything needed for R&D activities in a specific research area. In such instances, faculty members are encouraged to pursue collaborative research programs that allow them to leverage the expertise and research facilities of other institutions to complete their projects. In these cases, appropriate recognition will be given to the collaborating institutions in accordance with established norms, ensuring that the university's interests are not compromised.
- **Industrial/sponsored research:** To benefit and uplift society, universities act as the hub of innovations, translating these innovations into valuable products for industry. Therefore, interaction between industry and academia is crucial for the nation's



journey toward industrialization. The university encourages its faculty members to engage in industry-sponsored research projects. Financial support for these projects will be provided by the industry, while SOU will contribute its human resources. Research facilities from both SOU and the industry may be utilized to achieve the program's objectives. Researchers participating in such projects are required to maintain strict confidentiality regarding the disclosure of research findings to any third parties. Appropriate memorandum of understanding (MOUs) can be established with industry partners to formalize this agreement.

- **Research planning and designing of experiments:** It is important to recognize that the planning and design of research activities will differ across disciplines, although a general framework can be established for such activities. The aims and objectives of the planned research must be clearly defined and unambiguous. The methods for achieving these objectives should be robust and appropriately validated. If the established methods fail to meet the specified aims, a contingency plan or an alternative approach for achieving the stated objectives should be considered.
- **Safety aspects:** The health and safety of human subjects involved in R&D activities is the highest priority for the university. Adequate safety measures must be implemented by personnel while carrying out research plans. At least two researchers must be present in the laboratory at all times. Sufficient firefighting equipment and safety kits should be available in the work areas. All necessary precautions must be taken to protect the environment. No work is allowed that could endanger the health and safety of researchers, laboratory staff, other university employees, students, the general public, or the environment. Waste materials must be disposed of in accordance with health, safety, and environmental regulations. Biological waste should be incinerated or handled by an external waste management agency specializing in biological waste disposal.
- **Retention and ownership of Research data:** Retention and Ownership of Research Data: The responsibility for retaining and archiving research data rests with the Principal Investigator (PI). Research data must be kept for a minimum of three years following the publication of the research findings or the conclusion of the research project. In the event of allegations of research misconduct, data must be retained for



as long as necessary until these issues are fully resolved. If a PI intends to leave the organization, they must transfer the research data to the head of the institution (Principal/Director/Dean) for all research projects conducted at the institute. If the research project is transferred with the PI to another institution outside SOU, the PI will be responsible for maintaining and archiving the data. For students enrolled in various degree programs, research data should be retained until the degree is conferred. Ownership of research data generated during projects conducted at the university will remain with SOU, except for projects that are externally funded.

- **Output of the R & D activity:** Output of the R&D Activity: Research output should not be overlooked amidst numerous dissertations and theses. It must be leveraged for the betterment of society through the development of new technologies or products, or to further the advancement of science and technology. R&D activities should yield outputs that have commercial viability. Such research should not be disclosed or discussed on any public platform until it has been protected under intellectual property rights (IPR).
- **Ethical values and legal implications:** Ethical Values and Legal Implications: SOU honors Indian traditions and upholds professional ethics. It expects all researchers to consider the ethical and legal implications of their work and to be aware of their responsibilities to their profession, the university, regulatory and sponsoring agencies, society, and the environment.
- **Ethics, Integrity and Good Research Practices:** Research ethics encompass a set of moral principles and codes of conduct that guide researchers in their actions and behaviors. Adhering to ethical norms is crucial as it promotes the fundamental aims of research, such as the pursuit of knowledge and truth, while also preventing errors. Ethical standards foster essential values in collaborative research, including trust, accountability, mutual respect, and fairness, and they ensure accountability to society and build public support for research initiatives.

While research ethics is not a strictly defined area, it includes several key components: honesty, which means conducting research procedures truthfully, reporting results accurately, and avoiding scientific misconduct; objectivity, which involves maintaining impartiality in experimental design, data analysis, interpretation, and other aspects of research; and integrity,



which refers to upholding promises and agreements while presenting data sincerely and fairly. Carefulness entails minimizing careless errors, critically examining research work, and maintaining thorough records, while openness involves welcoming constructive criticism and new ideas. Respect for intellectual property requires acknowledging contributions, honoring patents and copyrights, and avoiding plagiarism. Responsibility encompasses a commitment to responsible publications, mentoring students, and promoting social welfare while mitigating potential harms.

Respect for colleagues encourages scientific collaboration and the creation of an atmosphere of trust and support. Non-discrimination ensures fairness and avoidance of bias against colleagues, students, or research subjects based on unrelated factors. Professionalism involves continually enhancing professional competence and staying informed about advancements in the field. Human rights protection requires respect for human dignity, privacy and autonomy while maximizing benefits and minimizing harms. Lastly, legality emphasizes understanding and complying with relevant laws, institutional policies and national regulations. These principles collectively underscore the importance of ethical conduct in research, guiding researchers to act responsibly and with integrity in their work.

- **Avoiding scientific misconduct and unethical research practices:** Scientific misconduct encompasses behaviors that seriously violate accepted standards in the research community, including fabrication, falsification, and plagiarism. Fabrication refers to the presentation of false data or results that have not been obtained through the described methods. Falsification involves manipulating research materials, processes, or data in a way that misrepresents the true findings in research records. Plagiarism is the unauthorized use or appropriation of another person's ideas, processes, results, or words without proper attribution, effectively presenting someone else's work as one's own.

These unethical practices undermine the integrity of research and can have significant implications for the scientific community.



APPENDIX
(Application Formats)
Proforma-1
Silver Oak University
Application for Extramural Research Project

A. Personal Details

1. Name of the Principal Investigator (PI):
2. Designation of PI:
3. Department:
4. Institute:
5. Faculty:
6. Contact details: M- e-mail:
7. Give Bank details

(Name of the Bank, Branch, IFSC, Type & Account Number, attaché a cancelled cheque or copy of first page of the passbook) for money transfer:

B. Project Details (Attach sanction letter):

1. Title of the Project:
2. Duration of the Project:
3. Name of the funding agency:
4. Total Budget sanctioned by the funding agency:
5. Grant received in the current financial year:
6. Non-recurring component of the budget sanctioned by the funding agency:
*Incentives shall be offered to the PI only.

Date:

Signature of Applicant

Head of the Institute

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Comments of the Expert Committee
(To be filled in by Centre for Research)



Proforma-I
Silver Oak University
Faculty Research Excellence Awards

1. Name of the Applicant:
2. Institute:
3. Faculty:
4. Research contribution [Attach Copies of the Article(s)]
 - (i)
 - a. Title of the article:
 - b. Name of Journal, Vol., Year:
 - c. Publisher:
 - d. Indexed in:
 - e. SCI -Thomson Reuters Impact factor:
 - f. Points*
 - (ii) (n): Give details (a-f) as above for each article.
 - (iii) Total Points:
5. Patents (Attach relevant documents/certificates)
 - A. Granted Patents
 - (i)
 - a. Title:
 - b. Type (Indian/US/any other country):
 - c. Patent No. :
 - d. Points*
 - (ii)..... (n): Give details (a-d) as above.
 - (iii) Total Points:
 - B. Patents published/applied
 - (i)
 - a. Title:
 - b. Type (Indian/US/any other country):
 - c. Patent Application No.:
 - d. Status (Published/under examination/contested):
 - e. Points*:
 - (ii)..... (n): Give details (a-e) as listed above.
 - (iii) Total Points:
6. Paper presentation in scientific conferences/invited lectures as resource person in seminar/conference/full paper in conference proceeding (Attach Copy of the certificates):
 - (i)
 - a. Title of the paper/Invited talk/Keynote address:
 - b. Name and place of the conference/symposium:
 - c. Status (National/International):
 - d. Mode of Presentation [Oral/Poster]:



e. Date and time of presentation:

f. Whether the presentation won any prize (yes/no):(If yes, attach certificate)

g. Points*:

(ii) (n): Give details (a-g) as above.

(iii) Total Points:

7. Research Projects (Attach relevant documents)

A. Research Projects applied

- (i) a. Title of the project:
b. Name of the funding agency:
c. Total amount applied for:
d. Your status in the project:
e. Your status (whether PI or Co-PI):
f. Points*:

(ii)..... (n): Give details (a-f) as above.

(iii) Total Points:

B. Research Projects sanctioned

- (i) a. Title of the project:
b. Name of the funding agency:
c. Total amount sanctioned:
d. Duration:
e. Your status in the project:
f. Your status (whether PI or Co-PI)
g. Points*:

(ii)..... (n): Give details (a-g) as above.

(iii) Total Points:

***Refer the Marking system to be used for self-assessment for Proforma-I & II**

It is certified that the information provided above by me is correct and true to the best of my knowledge and belief. I personally shall be responsible for any wrong information provided in this proforma.

Date:

Signature of Applicant

Head of the Institute

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Comments of the Expert Committee

(To be filled in by Centre for Research)



Marking system to be used for self-assessment for Proforma-I:

A. Research Papers

- (i) Research paper in peer-reviewed UGC listed Journals without an Impact factor 05 Points
- (ii) Research paper in peer-reviewed Scopus listed Journals without an impact factor 10 Points
- (iii) Research paper in peer-reviewed UGC listed Journals with Impact Factor up to 1..... 15 Points
- (iv) Research paper in peer-reviewed UGC listed Journals with Impact Factor between 1-2..... 20 Points
- (v) Research paper in peer-reviewed UGC listed Journals with Impact Factor between 2-5..... 25 Points
- (vi) Research paper in peer-reviewed UGC listed Journals with Impact Factor between 5-10..... 30 Points
- (vii) Research paper in peer-reviewed UGC listed Journals with Impact Factor > 10..... 35 Points

(*Impact Factor will be calculated for journals listed in Scopus/ Web of science/PubMed)

B. Patents

- (i) Indian patent application filed/published 10 points
- (ii) International patent application published 20 points
- (iii) Indian Patent Granted 30 Points
- (iv) International Patent Granted 40 Points
- (International means a country other than India)

C. Conference proceeding

- (i) Publication of proceeding in National conference 10 Points
- (ii) Publication of proceeding in international conference 20 Points

(Points for Paper presentation will not be counted while considering the points for conference proceedings)

D. Paper presentation/Invited talk/keynote address

- (i) Presentation in National conference 05 Points
- (ii) Presentation in International conference 10 Points

E. Projects

- (i) **Submitted projects to Indian funding agencies**
- Amount asked for (up to 5 lakhs) 10 Points
 - Amount asked for (5- 10 lakhs) 15 Points
 - Amount asked for (10- 30 lakhs) 20 Points
 - Amount asked for (30- 50 lakhs) 25 Points
 - Amount asked for (Above 50 lakhs) 40 Points



- (ii) Submitted projects to international funding agencies**
- Amount asked for (up to 50 lakh) 25 Points
 - Amount asked for (> 50 lakhs) 50 Points
- (iii) Sanctioned projects (Indian funding agencies)**
- Amount Sanctioned (up to 5 lakh) 10 Points
 - Amount Sanctioned (5 - 10 lakh) 20 Points
 - Amount Sanctioned (10- 30 lakh) 30 Points
 - Amount Sanctioned (30 - 50 lakh) 40 Points
 - Amount Sanctioned (Above 50 lakh) 50 Points
- (iv) Sanctioned projects (International funding agencies)**
- Amount Sanctioned (up to 50 lakh) 25 Points
 - Amount Sanctioned (> 50 lakhs) 50 Points



ANNEXURE-1

Silver Oak University

FINANCIAL ASSISTANCE FOR THE PUBLICATION OF RESEARCH PAPER/REVIEW
PAPER/BOOK/BOOK CHAPTER / PATENT APPLICATION.

Faculty Details:	
Name:	
Designation:	
Department:	
Institute Name:	
Mobile No.:	
E-mail ID:	

Details of Research/Review Paper published in Scopus/WoS/SCI Journal:	
Title of Research/Review Paper:	
Name of Co-author(s) with Designation & Organization:	
Name of Journal:	
Journal Publication house/University/Institute:	
ISSN No.:	
Impact Factor:	
Volume and Page No.:	
Month & Year of Publication:	

Details of Research/Review Paper published in UGC CARE listed Journal:	
Title of Research/Review Paper:	



Name of Co-author(s) with Designation & Organization:	
Name of Journal:	
Journal Publication house/University/Institute:	
ISSN No.:	
Impact Factor:	
Volume and Page No.:	
Month & Year of Publication:	

Details of Full Book/Book Chapter/Book Translation:	
Title of Book:	
Title of Book Chapter:	
Name of Co-author(s) with Designation & Organization:	
Book Publication house/University/Institute:	
ISBN No.:	
Volume and Page No.:	
Month & Year of Publication:	

Details of Patent:	
National/International:	
Title of Patent:	
Filing No.:	
Patent Status:	



Bank Details of Applicant:	
Name as per Bank Records:	
Name of Bank:	
Branch Code:	
Account No:	
IFSC No.:	

<Name & Signature of Applicant>

<Recommendation of HOI>

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Com

ments of the Expert Committee

(To be filled in by Centre for Research)

Encl.:

1. Full Research/Review Paper; Book/Book Chapter/Book Translation, Patent Details
2. Proof of Journal for listed in UGC CARE/Scopus/WoS/SCI



ANNEXURE-2

APPROVAL TO AVAIL THE REIMBURSEMENT OF FINANCIAL ASSISTANCE FOR
PARTICIPATION IN
CONFERENCE/ SEMINAR/ FDP/ WORKSHOP/ REFRESHER COURSE
/ ORIENTATION PROGRAM

Faculty Details:	
Name:	
Designation:	
Department:	
SOU Constituent College:	
Mobile No.:	
E-mail ID:	

Event Category:		
Conference <input type="checkbox"/>	Seminar <input type="checkbox"/>	Faculty Development Program <input type="checkbox"/>
Workshop <input type="checkbox"/>	Refresher Course <input type="checkbox"/>	Orientation Program <input type="checkbox"/>

Any Other: _____

Type of Event:

National International (with-in India) International (Out of India)

Total No. of Days of Event: _____



Title of Research/Review Paper (if any):	
Name of Co-author(s) with Designation & Organization:	
Date(s) of Event:	
Details of Event:	
Details of Host Institutes:	

Approximate Total Expenses of Participation (in INR):	
Registration fees:	
Travelling Allowance: (local & Out Station)	
Dearness Allowance:	
Accommodation expenses:	
Visa Charges (if applicable):	
Miscellaneous expenses:	
Total Approximate Expenses	



Bank Details of Applicant:	
Name as per Bank Records:	
Name of Bank:	
Branch Code:	
Account No:	
IFSC No.:	

<Name & Signature of Applicant>

<Recommendation of HOI>

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Comments of the Expert Committee
(To be filled in by Centre for Research)

Encl.:

1. Event Brochure
2. Acceptance Letter on paper/email (if attending a conference/seminar) (if available)
3. Copies of research/review papers (if attending a conference/seminar)
4. Any further supporting papers