

SHRI RAM COLLEGE OF COMMERCE
APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE
UNDER THE SCHEME "CENTRE FOR ACADEMIC EXCELLENCE"
(A) APPLICATION FOR STUDENTS

1	Name of Applicant or Group Leader <i>(in case of Group Visit)</i>	<div style="border: 1px solid black; padding: 20px; width: 100%;"> <p style="text-align: center;">Photograph Of Applicant</p> </div>
2	Class and Semester	
3	Section & Roll No.	
4	Email	
5	Mobile No.	

6	Programme Code <i>(As per scheme of CAE)</i>				
7	Programme Title <i>(As per scheme of CAE)</i>				
8	Purpose/Role in the Programme (✓)	1	Participation	2	Paper Presentation
		3	Visit		
		4			
9	Programme Territory (✓)	Delhi & NCR	Other than Delhi & NCR	Outside India	
10	Date / Dates of Programme				
11	Timings of Programme <i>(In case Delhi/NCR is venue)</i>				
12	Title of the Seminar/ Visit Conference/Workshop/ Training Programme				
13	Name of the Programme Organizing Body				
14	Programme Venue				
15	Details in case of Paper Presentation				
A	Title of the Paper				
B	Name of Event, Venue, & date in case paper was presented earlier				
C	Name(s), & Organization(s) of co-author(s), if any				

D	Amount & details of financial assistance/ sponsorship received/ receivable/ contemplated for paper presentation		
16	Total No. of member in a group, (in case of group visit), <i>Attach Separate sheet Listing the Name, Semester, Class, Roll No. Email & Mobile No. of other members</i>		
17	Details of Expenditure for which Financial Assistance is requested. (Separate sheet should be use for details)	1	Fees (Programme Fee/Registration)
		2	Traveling (Air/Rail/Bus/Ship)
		3	Local Travel
		4	Boarding & Lodging
		TOTAL	
18	Whether the applicant has applied/applying separately for the funds to any other organization for the programme OR received/expected to receive any financial assistance/grant/sponsorship for the programme, <u>if yes</u> , mention		
1	Name of Organization		
2	Amount financial assistance		

DECLARATION

I, undersigned, hereby declare that the above statements/facts made in this form are true and correct. In case any information is found to be incorrect I shall be liable for the same and the amount paid to me is liable to be refunded by me to the College.

Date : Signature :

Place : Name :

FOR OFFICE USE

Scheme Code	Block Period	Total Annual Programme Units	Max individual Admissible Programme Units	Programme Units Chances Utilized	Dates of Utilization	Whether documents are complete	Whether eligible	Actual Amount Claimed
		Programme Units Utilized						

Remarks: _____

DA

AO

Required Attachments

1. Payment Receipts in original for reimbursement
2. Participation Certificate
3. General Invitation / Brochure / Programme details
4. Specific Invitation/Call letter/ Acceptance letter for Presentation of Paper or Training Programme/Workshop
5. In case of Programme attended a brief/detailed summary of the Programme and concluding theme of the Programme (200/1000 words approx.)
6. A report on Training/Workshop attended & how the same will benefit the beneficiary in his/her studies and career.
7. In case of Paper Presentation a brief report on the Programme & Copy of Paper Presented

General Notes

1. Applicant can apply in advance for any programme.
 2. No advance will be provided for any programme under the Scheme.
 3. The applicant should give tentative amount of expenditure in column 17 of this form in case application is submitted before the programme. Following documents should be submitted with the form in such case:
 - (a). General Invitation / Brochure / Programme details
 - (b). Specific Invitation/Call letter/ Acceptance letter for Presentation of Paper or Training Programme/Workshop.
- The payment receipts and other Required Attachments will have to be submitted at the time of claiming reimbursement after the approval by the Committee.
4. The Committee shall reject the application in case applicant is not found eligible, did not fulfill the conditions under the programme/scheme, did not submit the required documents, in case of any breach in previous scheme(s) (if any) is noted against the applicant, in the opinion of the committee the application has no merit or did not compete with other applications in order of merit where number of application exceeds the limit, or any other grounds at the discretion of the Committee.
 5. The applicant shall have no right for grant of financial assistance mere because application has been submitted by him/her.
 6. Separate application should be submitted for different programmes.
 7. In case of group visit the Group leader will be responsible for fulfilling necessary/required obligations with respect to visit or calming Assistance.
 8. In case there is more than one student co-author from the SRCC for paper presentation the amount of financial assistance will be distributed equally for Paper Presentation under the Programme concerned.
 9. Where amount of Financial grant paid becomes liable to refund on breach of condition(s) of grant, the beneficiary will have to refund the amount with in a week time of serving notice.
 10. Calendar Year will be treated as year "per annum". The Calendar Year in which the date of programme (actual participation/presentation) begin, the Programme will be counted in that Calendar Year for reckoning eligibility.

I have read and understood the above required documents to be attached and general notes.

Signature :

Name :

Date :