



# GL BAJAJ GROUP OF INSTITUTIONS

MATHURA (UTTAR PRADESH)

## REIMBURSEMENT CLAIM FOR RESEARCH & DEVELOPMENT

Name : \_\_\_\_\_ Designation : \_\_\_\_\_ Department : \_\_\_\_\_

Email Id : \_\_\_\_\_ Contact No. : \_\_\_\_\_

I, had taken prior written permission to attend a Conference / Seminar / Workshop (Title / Name)

held at (venue) \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ (approval attached).

Tick appropriate	Category	Indexing	Author Position	Amount Paid	Amount Claimed	Amount Passed
<input type="checkbox"/>	Research Paper Publication	Scopus, Springer, Elsevier, IEEE, J-Gate, WOS, Proquest, etc				
		SCI				
		SCI (Extended)				
<input type="checkbox"/> Ntl. <input type="checkbox"/> Intl.	Presenting a Research Paper in an International or National Conference	Scopus, Springer, IEEE, Elsevier sponsored etc				
<input type="checkbox"/> Ntl. <input type="checkbox"/> Intl.		Other than Springer, IEEE Elsevier sponsored, etc				
<input type="checkbox"/>	Publishing a Research Article, Chapter	Scopus, Springer, Elsevier, IEEE sponsored Book/Handbook				
<input type="checkbox"/>	To Attend Workshop, FDP, MDP		-----			
<input type="checkbox"/>	Book	-----	Based on recommendations of Research & Development Committee (RDC) to be annexed separately			

Name of Bank : \_\_\_\_\_

Branch : \_\_\_\_\_

Account No. : \_\_\_\_\_

IFSC : \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Claimant)

### Remarks from Librarian

The faculty has submitted a Photocopy of publication and/or CD in the Library.

Date: \_\_\_\_\_

Name of Librarian : \_\_\_\_\_

(Signature of Librarian)

### Remarks from HoD

The faculty has submitted a Photocopy of publication in the Departmental Library.

Date: \_\_\_\_\_

Name of HoD : \_\_\_\_\_

(Signature of HoD)

Comments/Remarks of Registrar _____	Approval of the Director _____
Date : _____ (Signature)	Date : _____ (Signature)

Use of Account Section Only

**General Conditions:**

1. If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be equally shared among them.
2. It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He has to produce a printed copy of the SCOPUS or other evidence will be considered after verification by the RDC.
3. An application form is already prescribed for this purpose and the faculty member is expected to submit the same duly filled and attaching copies of evidence duly countersigned by the HOD.
4. The criteria and modalities will be amended time to time as per the need.
5. Duty leave to attend the Conference/Seminars/Workshop will be granted as per the Leave Rules in this regard.
6. NO TA will be paid to attend Conference/Seminars/Workshop/Paper Presentation.
7. Faculty Member who wants to attend International Conference / Seminars with prior permission from competent authorities, a fixed amount of Rs.30000/- will be admissible against TA expenses.
8. Nothing will be reimbursed against Registration Fee or Honorarium in case if faculty member does not present any Research Paper in Conference (International / National)
9. Guide and Co-Guide will be considered as default authors (not Account for).