

Department of staff and Student welfare



SUMANDEEP VIDYAPEETH

An Institution Deemed to be University u/s 3 and 12B of UGC Act 1956
Accredited by NAAC with a CGPA of 3.61 at 'A++' Grade in Second Cycle
Category - I Deemed to be University under UGC Regulation 2018

At & Post: Piparia, Taluka: Waghodia, District: Vadodara, Gujarat, INDIA, Pin Code: - 391760 | Phone: - +91 2668 245262/64/66 | Mobile No.: +91 832 046 3035 | E-mail ID: director.student_welfare@sumandeepvidyapeethdu.edu.in | commt.faculty_development@sumandeepvidyapeethdu.edu.in | Website: - www.sumandeepvidyapeethdu.edu.in

Ref. No.: SVDU/DSSW/____/2025-26

November 22, 2025

Application Form for Availing Incentive for Paper / Poster Presentation / Prize, Or Award

I. Basic Information:

Teachers Name:	
Designation:	
Department:	
Institute:	
Contact No.	
E-mail Id	

II. Other Details

Name of the Academic Event:	
Organizing body of the Academic Event:	
Type of Development Program*	
Type of Event**	
Level of Event***	
Date/s of Event:	

* Professional Development Program, Faculty Development Program, etc.

** Conference, Convention, Symposium, Workshop, etc.

*** International, National, State, Regional, Institutional / Institute, Local, etc.

III. Details of presentation / prizes / awards:

Title of paper / poster	
Abstract of presentation	
Whether free paper / free poster - specify	
Invited as*, for presentation, if any	
Details of Prize – won, if any	
Name & Details of Award, if any	

* Keynote speaker, Resource person, Guest speaker etc.

IV. Incentive Claim:

Type of expenses	Claimed (in Rs.)
Registration Fees**	
Travel**	
Accommodation**	
Incentive for Prizes / Best presentation	
Incentive for Award	
Total Rs.	

Signature of Teacher

Department of staff and Student welfare



SUMANDEEP VIDYAPEETH

An Institution Deemed to be University u/s 3 and 12B of UGC Act 1956
Accredited by NAAC with a CGPA of 3.61 at 'A++' Grade in Second Cycle
Category - I Deemed to be University under UGC Regulation 2018

At & Post: Piparia, Taluka: Waghodia, District: Vadodara, Gujarat, INDIA, Pin Code: - 391760 | Phone: - +91 2668 245262/64/66 | Mobile No.: +91 832 046 3035 | E-mail ID: director.student_welfare@sumandeepvidyapeethdu.edu.in | commt.faculty_development@sumandeepvidyapeethdu.edu.in | Website: - www.sumandeepvidyapeethdu.edu.in

Declaration:

I, _____, hereby, declare that I have read and understood the **Policy on Incentives for Organizing / Participating in Professional / Faculty Development Programs**, of Sumandeep Vidyapeeth Deemed to be University. After disbursement of claim, in case of any discrepancies or violation of the policy is found, then the Institution has full rights to withdraw the incentives disbursed to me.

Signature of Teacher

Enclosure:

1. Self-attested copy of Certificate of Attendance
2. Self-attested copy of Certificate of Presentation
3. Self-attested copy of Certificate of Prize, if any
4. Self-attested copy of Certificate of Award, if any
5. ** Self attested copy of expenses related documents
6. Self-attested copy of related documents from Conference abstract book, if any
7. Self-attested copy of approval letter from Institutional Ethics Committee of SVDU, if any
8. Any other document, if applicable

For office use Only

Type of expenses	Sanctioned (in Rs.)
Registration Fees**	
Travel**	
Accommodation**	
Incentive for Prizes / Best presentation	
Incentive for Award	
Total Rs.	

Remarks & Signature of Head of Department:	
Remarks & Signature of HOI / Dean / Principal:	

For office use

Detailed Remarks & Signature of Chairperson, Student and Faculty Development Cell:	
------------------------------------------------------------------------------------	--

Department of staff and Student welfare



SUMANDEEP VIDYAPEETH

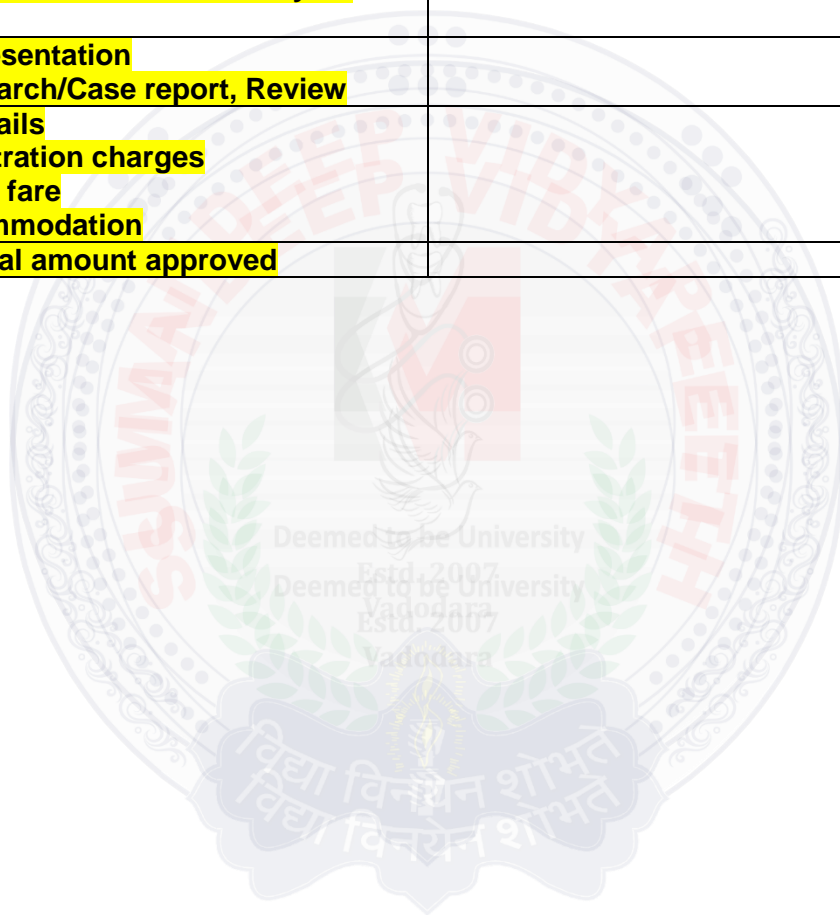
An Institution Deemed to be University u/s 3 and 12B of UGC Act 1956
Accredited by NAAC with a CGPA of 3.61 at 'A++' Grade in Second Cycle
Category - I Deemed to be University under UGC Regulation 2018

At & Post: Piparia, Taluka: Waghodia, District: Vadodara, Gujarat, INDIA, Pin Code: - 391760 | Phone: - +91 2668 245262/64/66 | Mobile No.: +91 832 046 3035 | E-mail ID: director.student_welfare@sumandeepvidyapeethdu.edu.in | commt.faculty_development@sumandeepvidyapeethdu.edu.in | Website: - www.sumandeepvidyapeethdu.edu.in

Remarks & Signature of Director, Dept. of Staff and Student Welfare:	
Remarks of the Registrar, SVDU	
Remarks of the Vice-Chancellor, SVDU	

For office use

Incentive availed in the Academic year 1 st /2 nd	
Scientific presentation Original research/Case report, Review	
Incentive details i. Registration charges ii. Travel fare iii. Accommodation	
Total amount approved	



Dr. Vandana Shah,
Director, Dep. of Student and Staff Welfare

Dr. Bhavana Dave,
Chairperson, Student & Faculty Development Cell