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**APPLICATION FOR REIMBURSEMENT FOR REGISTRATION FEE AND TRAVELLING ALLOWANCE FOR RESEARCH PUBLICATION FOR ACADEMIC YEAR 2021-22**

**Important Guidelines as resolved by College Research Committee (CRC)**

1. Kindly fill out separate form for each publication reimbursement request
2. Please ensure institute affiliation in the publication is clearly specified as “**Sreenidhi Institute of Science and Technology**”.
3. The reimbursement will be issued against the submission of the payment receipt
4. Travelling Allowance for out station to present the research paper will be approved as be Institute norms

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| **Faculty Details** | Full Name -  Mb: | Designation-  Department- | | | | | | |
| **Title of the Paper** |  | | | | | | | |
| **Name of the Journal** |  | | | | | | | |
| **ISSN and Indexing details** |  | Scimago  Journal Rank % | | Q1 | Q2 | Q3 | | Q4 |
| **Details of the Conference**  **(If submitted through a conference)** |  | | | | | | | |
| **Registration Fees** |  | | No. of external authors | | | |  | |
| **Travelling Allowance Expenditure** |  | | | | | | | |
| **Research Group Presentation Date** |  | | | | | | | |
| **Faculty Signature** |  | | Date - | | | | | |

**Note:-**

A) Faculty submitting the application is required to present the published work at the department research group meeting – HoDs kindly verify with concerned research group head.

B) Please enclose – i) Copy of the paper, ii) Indexing Proof validity for current year, iii) Registration Fees Receipts and iv) Travel expenditure proofs

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| **HoD Comments -** | |
| * Please check this box and confirm, if this publication has been presented in the department Research Group. |  |
| **Signature of HOD** | **Signature of Dean (Innovation and Research)** |

**PRINCIPAL DIRECTOR CEO**