

FORM NO.1**UNIVERSITY OF HORTICULTURAL SCIENCES, BAGALKOT
(Application to attend Training/ Conference/Meeting within India with Financial Assistance of UHSB)**

Sl No	Particulars	Details of information
1	Name	
2	Designation and place of working	
3	Name of programme	
4	Place of programme	
5	Date of programme	From_____.To_____
6	Detail with dates of such Programmes attended during last three years if any	1. 2. 3.
7	Justification for attending the Training/Conference/Meeting (Specific outcome and profit toUHSB	
8	Sources of meeting the expenditure	AB/AC_____DAC_____ Registration fee: Rs_____
9	Enclosures	Tour programme: in Duplicate Invitation Letter/Brochure Abstract of Research paper(With PPMC number)
10	Date: Place: Dispatch No.	Signature of the Applicant
Recommendation of the Head of the Department/ Station		
11	Any staff members in your jurisdiction attended/ to be proposed for such meetings during the current financial year	YES/NO (if yes give details)
12	Justification for attending/	

FORM NO.2**UNIVERSITY OF HORTICULTURAL SCIENCES, BAGALKOT****(Application to attend Training/ Conference/Meeting within India without Financial Assistance of UHSB)**

Sl No	Particulars	Details of information
1	Name	
2	Designation and place of working	
3	Name of the programme	
4	Place of the programme	
5	Date of the programme	From_____To_____
6	Detail with dates of such Programmes attended during last three years	
7	Justification for attending Training / Conference / Meeting (Specific outcome and profit to UHSB)	
8	Expected date of departure	
9	Expected date of return	
10	Sponsoring Authority	
	Date: Place: Dispatch No.	Signature of the Applicant
Recommendation of the Head of the Department/ Station		
11	Any staff members in your jurisdiction attended/ to be proposed for such meetings during the current financial year	YES/NO (if yes give details)
12	Justification for attending	
13	Name of the substitute/ Alternative arrangements made during the above period	SIGNATURE AND DESIGNATION

FORM NO.3

UNIVERSITY OF HORTICULTURAL SCIENCES, BAGALKOT
(Application to attend training/ conference/meeting outside India with /without
financial assistance of UHSB)

Sl No	Particulars	Details of information
1	Name	
2	Designation	
3	Date since the post held	
3	Number of years /month of service in the University	
4	Detail with dates of such Programmes attended during last five years with or without financial assistance of UHSB	
5	Nature of Visit	
6	Purpose of Visit	
7	Period of Visit	From _____ To _____
8	Expected date of departure	
9	Expected date of return	
10	Sponsoring Authority	UHSB/ _____
11	Details about how expense are to be met for the visit abroad and amount requested for assistance	Registration fee ; To and Fro airfare: Living expenses: Total:
12	Justification for attending (Specific outcome and profit to UHSB)	Not more than 200 words in separate sheet
13	Date: Place: Dispatch No.	Signature of the Applicant
	Recommendation of the Head of the Department/ Station	
14	How will the foreign visit benefit the teacher	
15	How is the foreign visit related to the Teachers work	
16	How will this candidates participation benefit the university	
17	Which plans have been made for putting the candidates newly acquired knowledge and skills within your organisation	
18	Any staff members in your jurisdiction attended/ to be proposed for such meetings during the current financial year	YES/NO (if yes give details)
19	Name of the substitute/ Alternative arrangements made during the above period	

20	Date: Place: Dispatch No.	SIGNATURE AND DESIGNATION
21	Recommendation of-the DEAN/ DIRECTOR SIGNATURE AND DESIGNATION	
22	Remarks of the Comptroller	
23	Recommendations of Foreign tour committee	
24	Approval of Hon. Vice chancellor	
25	To The Concerned Scientist The university permission is hereby accorded for attending above programme with/ without any financial assistance from the university,the above period is treated as an official duty. The concerned scientist has to give a presentation to the staff after the visit. ADMINISTRATIVE OFFICER.	

- Notice:**
- 1.The application in duplicate without Covering letter and Tour programme**
 - 2. The application must not exceeding four pages with printing on both sides.**
 - 3. One copy of brochure , letter of invitation, Acceptance letter for presentation of research paper with PPMC number (Staff or PG research) to be attached.**

FORM NO.4

UNIVERSITY OF HORTICULTURAL SCIENCES, BAGALKOT
(Proforma for student study tour Diploma/ Graduate/ Postgraduate)

Sl No	Particulars	Details of information
1	Name of the college	
2	Degree programme	Graduate/ Post Graduate/ Diploma
3	Nature of Tour (State/All India / Study Tour)	
4	If post graduate Name of the department	
5	Number of students	(Attach a list of students with ID no. and Date of Birth)
6	Details of teaching and Non teaching staff nominated for the tour	1.Leader : _____ 2.Co-Leader : _____ 3.Attender / Helper : _____ 4.Driver : _____
7	Period of Visit	From _____ To _____
8	Expected date of Departure	
9	Expected date of Return	
	Details about how expense are to be met for the visit amount requested for assistance	Ab/AC no. DAC Total:
10	Date: Place: Dispatch No.	(for PG study tour only) Signature of the Head of the Department
11	Recommendation of the Dean	
	Date: Place: Dispatch No.	SIGNATURE AND DESIGNATION
12	Recommendation of the Director of Education	
13	Remarks of the Comptroller	
14	Approval of Hon. Vice chancellor	

15	<p>To The Dean College of Horticulture</p> <hr/> <p>The university permission is hereby accorded for attending above study tour programme</p> <p style="text-align: center;">REGISTRAR UHS BAGALKOT</p>

- Notice: 1.The Proforma in duplicate with Tour programme**
2. The list of students with ID number and Date of Birth

Form No.5

Proforma to be submitted to PPMC by author(s) for forwarding abstract/full paper for presentation to the National /International Seminar /Symposia/ Conference etc.

Date _____

To

The Head of PPMC,

UHS Bagalkot

Subject : Submission of abstract/full paper for presentation to the national/international seminar/symposia/conference etc.

Sir,

I/we are/ am enclosing herewith an abstract / full paper entitled “_____” with a request that the permission may kindly be granted for submission of the same in the “_____” national / international seminar / symposia / conference / others (to specify).

Sl.No.	Item	Particulars
1.	The article/paper/manuscript is based on bona fide research and/or miscellaneous observations conducted in the Institute and are related to mandated activities as per details below.	
2.	Project title : Project Ref No.: Type of project : Institute project/Externally funded/ Contract research/M.Sc./PhD research/ any other scheme	
3.	Date/Location/Venue of the symposium/seminar/conference etc. to be organized	
4.	Dead line/last date of submission of abstract/full paper to the organizers	
5.	Name of the society/organization	
6.	Cost of travel/boarding & lodging/fee including registration fee borne by UHSB/ organizer/self	
7.	The sequence in which the authors' names appear has been decided by consensus.	
8.	Whether care has been taken that the publication will not leave to premature disclosure in case filing of patent is envisaged	Yes/No
9.	Whether the issue of plagiarism has been taken care of	Yes/No

10.	Whether all minimum requirements including format, introduction, body, conclusion, works cited page, conventions' (grammar and spelling) etc. for submission of manuscript have been taken care of	Yes/No
11.	Whether the abstract/full paper discussed at the Division level and comments/suggestions offered have been incorporated and date of review entered in a register	Yes/No
12	<p>I, Dr / Mr / Smt / Ms.....certify that: i) The data/results/schemes/ideas given in the abstract/paper is based entirely on the work of my/our research work and need not necessarily represent the views of the Institute/UHSB; and ii) Due credit of authorship has been given to each contributor of the abstract/paper.</p> <p>(Signature with name and designation of Corresponding Author)</p>	
13	(Signature of available Co-authors, if any)	
14	Recommended and forwarded by the Head of Department / Station Signature	
15	Approval of the Head of the Institute (Director/Dean) Signature	
	Forwarded to PPMC cell	
	PPMC Cell Reference No.	
	Signature of Head PPMC	

FORM NO.6**Proforma to be submitted to PPMC Cell by author(s) for forwarding research manuscript of publication in Research Journals**

Date _____

To

The Head of PPMC,
UHS Bagalkot

Subject : Submission of Research Manuscript for publication in scientific Journals

Sir,

I / we are / am enclosing here with manuscript of an original scientific research article entitled “_____” with a request that permission may kindly be granted for submission of the same in the “_____” journal/national/international/other(to specify). I hereby certify that the information given for each of the items listed below is correct.

Sl.No.	Item
1.	The article/paper/manuscript is based on bona fide research and/or miscellaneous observations conducted in the Institute and is related to mandated activities as per details below.
2.	Project title : Project Ref No. : Type of project: Institute project/ Externally funded/ Contract research/MSc/PhD research/ any other scheme
3.	Title/Topic/Name of the activity of the institute of which the publication is an output.
4.	The manuscript has been thoroughly checked by all the authors (including the authors from other organization, if any) and are satisfied with its form and content.
5.	Due credit of authorship has been given to each contributor of the article.
6.	The sequence in which the authors names appear has been decided by consensus.
7.	The article has not been submitted simultaneously for publication in any other journal.
8.	Due acknowledgement has been given to funding agencies or for assistance received from individuals/institutes/sponsoring agencies for carrying out this work.
9.	Care has been taken that the publication will not lead to premature disclosure in cases where filing of patent is envisaged.
10.	Data/Results/Schemes/Ideas given in the paper are entirely the outcome of my/our research work and the Institute and UHSB are not responsible for any liability arising out of this publication.
11.	Internal Citing: The required number of secondary sources has been cited parenthetically in the proper format; and credit is given each time that the information is used, even if it is paraphrased or summarized.

12	(Signature with name and designation of Corresponding Author)
13	(Signature of available Co-authors, if any)
14	Recommended and forwarded by the Head of Department / Station Signature
15	Approval of the Head of the Institute (Director/Dean) Signature
	Forwarded to PPMC cell
	PPMC Cell Reference No.
	Signature of Head PPMC