



**Rangamati Science and Technology University**  
**Rangamati- 4500, Bangladesh.**

**Application form for approval of financial assistance for paper presentation in  
Conference/Seminar in home and abroad**

1. a) Name of the Applicant :
- b) Designation :
- c) Department :
2. a) Title of the Conference :
- b) Place and Country :
- c) Period of the Conference :
3. a) Invitation letter and brief description of the proposed conference :
- b) Will the inviting authority bear any expenses to participant for the proposed conference?  Yes  No
- c) If yes, please mention:
4. I hereby declare that the above mentioned information is true to the best of my knowledge.

Date:

Signature of the applicant with seal

5. Decision of the Departmental Planning Committee:
  - (i) Meeting Resolution
  - (ii) Recommendations:

Date:

Signature of the Head of the Department

6. Recommendations:

Signature of the Dean

**FOR OFFICE USE ONLY**  
(for necessary information/comments/decision)

Recommend/ not recommend

Approved/ not approved

Registrar

Vice Chancellor