



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD) Re-accredited with 'A++' Grade by NAAC.
Recognised by UGC Under Section 12 B Coimbatore-641 043, Tamil Nadu, India

**GUIDELINES/PROFORMA FOR ORGANISING CONFERENCES, WORKSHOPS, SEMINARS, WEBINARS OR
OTHER EVENTS MARCH 2022 and onwards**

Name of the applicant Department: School:

Please Tick (✓) The Appropriate Item

1. Activity : Conference/Workshop/Seminar/Webinar/Symposium/Others

2. Geographical Coverage : Departmental/State Level/National Level/ International Level

3. Name of the Event :

4. Date(s) : From.....To..... Total number of days:

5. Venue :

6. Name & Designation of Convenor/Organizing Secretary and Team

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7. Financial Assistance Required : Yes / No (If yes , enclose tentative budget)

8. Details of assistance sought from other sources: (Govt/Private)

9. Detailed Proposal of the Activity

A. Aims/Objectives :

B. Target audience/participants with expected number:

C. Details of Sessions:

(Attach separate copy if required)

D. Please mention themes/topics to be covered under each Technical Session and names of Resource Persons:

E. Expected outcome:

10. In case of an International Conference and collaboration, kindly give resources for International travel and a letter from the concerned head of the collaborating body

Signature

Organizing Secretary

HOD

Dean

Director R&D

Finance Officer

Registrar

Vice Chancellor

Date:

General Rules for conduct of Events:

- For conducting International Events form should be submitted minimum 8 months prior to the date
- For conducting National Events form should be submitted minimum 5 months prior to the date
- For conducting Regional/Webinar forms should be submitted minimum 20 days prior to the date