



**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. CGPA 3.65/4, Category I by UGC  
Coimbatore - 641 043, Tamil Nadu, India

**GUIDELINES/PROFORMA FOR ORGANISING CONFERENCES, SEMINARS, WORKSHOPS, FDPs & Others**

Department:

School:

1. Activity : Conference/ Seminar/Workshop/FDPs/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  
.....  
.....  
.....  
.....  
.....  
.....
7. Financial Assistance Required: IQAC (within the stipulated time of call for proposals)/Department Budget /No financial assistance
  - a. Enclose tentative budget (with details of expected income, expenditure and deficit)
8. Details of assistance sought from other sources: (Govt/Private)
9. Details of collaborating institution, if any
10. 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 National and International Resource Persons:

E. Expected outcome:

11. In case of International Conference and collaboration, kindly give resources for International travel and a letter from the concerned head of collaborating body. Attach GoI clearance in case of International events

12. Registration fee : Yes/No

a) If Yes, mention proposed amount per registration in Rs.

13. Social Media Handles attached : Yes/ No

### Signatures

**Organizing Secretary**

**HOD**

**Dean**

**Dean R&D**

**IQAC Coordinator**

**Consultant –Finance**

**Finance Officer**

**Registrar**

**Vice Chancellor**

**Date:**

**a) Last date of submitting the filled in application with financial requirement routed through IQAC – 26<sup>th</sup> Sept. 2023**

***i) Eligibility Rules to apply with Financial Requirement routed through IQAC***

- The department should not have received such grant for the previous two years
- Incomplete applications will be rejected
- The signature of FO, Registrar & Vice Chancellor will be after the scrutiny procedure

***ii) Review and Recommendation of the Proposal with Financial Requirement routed through IQAC***

- The Scrutiny Committee will review the proposal for its feasibility and acceptance after a brief presentation. Based on the recommendations of the scrutiny committee the proposal will be recommended/ not recommended for Financial Requirement. The Vice Chancellor will approve/ reject the proposal on the recommendations of the Scrutiny Committee.

***iii) The Financial Requirement will be provided only for Conferences/Seminars/Workshops and FDPs***

**b) This proforma is valid throughout the year if no financial requirement is sought from IQAC but met through Departmental expenses**

***General Rules for conduct of Events***

- For conducting International Events form should be submitted minimum 4 months prior to the date
- For conducting National Events form should be submitted minimum 2 months prior to the date
- For conducting Regional/Webinar form should be submitted minimum 20 days prior to the date
- The signature of all authorities (as specified is all mandatory)
- 'Others' include Association Meetings/ Guest Lectures etc.,

**\* The Report of any Event conducted with/ without Financial requirement has to be submitted to IQAC for clearance of bills.**