

**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: …......................

1. Venue :
2. Name & Designation of Convenor/Organizing Secretary and Team

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1. Financial Assistance Required: IQAC (within the stipulated time of call for proposals)/Department Budget /No financial assistance
	1. Enclose tentative budget (with details of expected income, expenditure and deficit)
2. Details of assistance sought from other sources: (Govt/Private)
3. Details of collaborating institution, if any
4. Detailed Proposal of the Activity
5. Aims/Objectives :
6. Target audience/participants with expected number:
7. Details of Sessions:

(Attach separate copy if required)

1. Please mention themes/topics to be covered under each Technical Session and names of National and International Resource Persons:
2. Expected outcome:
3. 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
4. Registration fee : Yes/No

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

1. Social Media Handles attached : Yes/ No

**Signatures**

**Organizing Secretary HOD Dean Dean R&D IQAC Coordinator**

**Consultant –Finance Finance Officer Registrar Vice Chancellor**

**Date:**

1. **Last date of submitting the filled in application with financial requirement routed through IQAC – 26th Sept. 2023**
	1. ***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
	2. ***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.
	3. ***The Financial Requirement will be provided only for Conferences/Seminars/Workshops and FDPs***
2. **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.**