**PERFORMA FOR SUBMISSION OF PROPOSAL FOR ORGANIZING**

**CONFERENCES/SEMINARS/WORKSHOPS/ WEBINARS BY**

**UNIVERSITY TEACHING DEPARTMENTS/ INSTITUTE/CENTRES USING UNIVERSITY FUNDS**

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| **1.** | **Name of organising Department/ College/ Institute/ Centre** |  |
| **2.** | **Title of the Conference/ Seminar/Workshop/ Webinar** |  |
| **3.** | **i. Type of Conference/ Seminar/**  **Workshop/Webinar**  **ii. Proposed Date(s) of event** | LOCAL/NATIONAL / INTERNATIONAL  Date: |
| **4.** | **Venue of Conference/ Seminar/Workshop/ Webinar** |  |
| **5.** | **Details of organizers** | Convener:  Organizing Secretary: |
| **6.** | **Proposed Budget (Detailed Budgetary heads to be provided as attachment).** |  |
| **7.** | **If funding is requested from the University, the amount and purpose** |  |
| **8.** | **Other expected sources of funding (Attach documentary proof)** |  |
| **9.** | **Proposed date of submission of utilization certificate for the conference after the event is held** |  |
| **10.** | **Proposed Registration Fee** | Indian:  Foreign:  Mode of Payment: |
| **11.** | **Targeted audience and expected number of participants** |  |
| **12.** | **Names and affiliations of proposed speakers** | 1.  2.  3.  4.  5. |
| **13.** | **Concept note (maximum of 150 words)** |  |
| **14.** | **Significance of topic (maximum of 150 words)** |  |
| **15.** | **Expected Outcome (maximum of 200 words)** |  |

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| **(Signature of organizing Secretary)** | **(Signature of HOD/Convenor)** |

**Director IQAC**

**APPROVED / NOT APPROVED**

**VICE CHANCELLOR**