

PROPOSAL FOR CONDUCTING CONFERENCES / SEMINARS / WORKSHOPS IN ENGINEERING COLLEGES

SPONSORED BY DIRECTOR OF TECHNICAL EDUCATION

DURING THE YEAR 2010-2011

1	Name and Address of Host Institution with Pin code	Address: Pin Code: Phone: Fax: Email :
2	Nature of the program (Conference (National or International) / Seminar / Workshop)	
3	Whether the institution is having a PG program in the area proposed	
4	Title of the Programme (This should convey the content or main thrust of the programme)	
5	Duration of the programme	
6	No. of Workshops /Seminars / Conferences already conducted by the host institution	

7	Name, Designation and Address of the Organising Secretary	
a	Highest Qualification	
b	Teaching Experience (yrs)	
c	Industry Experience (yrs)	
d	Number Workshops / Seminars /Conferences already conducted	
8	Proposed dates for the Programme	From : To :
9	Budget Estimate	1) Honorarium to External Experts : 2) TA/DA to External experts : 3) Accommodation of Experts : 4) Honorarium to Internal experts and supporting staff : 5) Conference Kit : 6) Proceedings (copy) : 7) Printing , Stationary etc : 8) Light Refreshment & Lunch /dinner : 9) Postage / Telephone : 10) Publicity : 11) Photo / Video : 12) Consumables : 13) Contingency :
		Total :

10. Details of Conference / Seminar / Workshop

a	Significance and Objectives of the programme	1) 2) 3) 4) 5)
b	Contents of the programme	
c	Details of equipment or lab facilities available for the programme if any	
d	Collaboration with industry/ other institutions/ departments (indicate name of institution and experts)	

11. Details of key note speakers involved in the programme

Sl.no.	Name , Designation and Parent Institution	Highest Qualification	Field of Interest / Specialisation

I certify that the details given above are correct to the best of my knowledge and belief and I will organize the programme satisfactorily if approved. I also promise to close and submit the Audited Statement of the accounts of the programme within 1 month of completion of the programme.

Signature of the Organising Secretary:

Place:

Date:

Certificate by The Head of Institution

I agree to provide all necessary assistance for the programme and the facilities of the institution will be spared for the programme. I also assure that the accounts will be settled within 1 month of the completion of the program

Place:

Date:

Signature, Name and
Designation of Head of Institution