

PROFORMA FOR SUBMITTING PROPOSALS FOR SEMINARS/ WORKSHOP/ LECTURES ETC.

1. Name of the Department :
2. Name of the Campus :
3. Nature of Programme : Regional/ National/
International
4. Co-ordinator of the Programme :
5. Topic :
6. Proposed dates :
7. Total financial estimate :
8. Sponsorship (if any) :
9. Academic justification (in not less than 300 words) :
(Attach the synopsis highlighting Academic/ Social/ Cultural
relevance of the programme and how it is beneficial to the
academic community etc.)
10. Resource persons to be invited with :
Name & Designation
(add separate sheet if necessary)
11. Recommendations of the HOD/
Campus Director :
12. Any other relevant information :

Signature

**Convener/Co-ordinator Head of the
Department/Campus Director
Seal**

Date:

**NB: Prior sanction should be obtained for the claim of air
fare & special honorarium for Resource Persons**

Note: (1) Proposals with detailed financial estimate to be attached
(2) The permission of the Govt. shall be sought in the case of
foreign delegates.

PROFORMA FOR SUBMITTING PROPOSALS FOR SASTRASADAS

1. Name of the Department :
 2. Name of the Campus :
 3. Nature of Programme : Regional/ National
 4. Co-ordinator of the Programme :
 5. Proposed dates :
 6. Total financial estimate :
 7. Sponsorship (if any) :
 8. Academic justification :
-

9. Participants to be invited with Name & Designation (add separate sheet if necessary) :
10. Recommendations of the HOD/ Campus Director :
11. Any other relevant information :

Signature

**Convener/Co-ordinator Head of the
Department/Campus Director
Seal**

Date:

NB: Prior sanction should be obtained for the claim of air fare & special honorarium for Resource Persons

Note: (1) Proposals with detailed financial estimate to be attached
(2) The permission of the Govt. shall be sought in the case of foreign delegates.