

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

Proposal for holding National and International Conferences/ Symposium/ Workshop/ Seminar and similar events.

|    |                       |                                     |                                    |                                   |                                  |                         |
|----|-----------------------|-------------------------------------|------------------------------------|-----------------------------------|----------------------------------|-------------------------|
| 1. | <b>TYPE OF EVENT:</b> | Conference <input type="checkbox"/> | Symposium <input type="checkbox"/> | Workshop <input type="checkbox"/> | Seminar <input type="checkbox"/> | Other (Please mention): |
|----|-----------------------|-------------------------------------|------------------------------------|-----------------------------------|----------------------------------|-------------------------|

2. **GEOGRAPHICAL COVERAGE:** Regional  National  International

3. **BROAD SUBJECT AREA(s):** \_\_\_\_\_

4. **TITLE OF EVENT:** \_\_\_\_\_

5. **DATE:** From \_\_\_\_\_ To \_\_\_\_\_

6. **VENUE / CITY** (mention separately if the inaugural and session are at different locations):

\_\_\_\_\_

\_\_\_\_\_

7. **NAME AND ADDRESS OF ORGANISING DEPARTMENT(s):**

Department/Centre: \_\_\_\_\_

HoD Name: \_\_\_\_\_

HoD Mobile No.: \_\_\_\_\_

8. **IS IT ORGANIZED BY ANY EXTERNAL AGENCY?** Yes  No

Organization Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Pin Code: \_\_\_\_\_

Legal Status: \_\_\_\_\_

9. **NAME & ADDRESS OF CONTACT PERSON** (Applicant/ Convenor/ Co-Convenor/ Organizing Secretary, both internal and/ or external): \_\_\_\_\_

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10. **PROPOSED REGISTRATION FEE** : Rs./USD per participant Student participant:  
Faculty : \_\_\_\_\_  
Industry Personnel : \_\_\_\_\_  
International Participants : \_\_\_\_\_

11. **EXPECTED NUMBER OF PARTICIPANTS**

National : \_\_\_\_\_  
International : \_\_\_\_\_

Also, indicate whether clearance for international delegates participation has been obtained from MoE/other Ministry.

12. **BROAD DETAILS OF ESTIMATED EXPENDITURE:** (In Rupees)

[Submit detail justification on each item on a separate sheet as **Annexure-I**]

| Sl. No. | Item  | Estimated Expenditure (Rs.) |
|---------|---|-----------------------------|
| 1.      | Publication and Documentation (Proceeding, brochure, banner etc.) |                             |
| 2.      | Publicity, Audio-video etc.                                       |                             |
| 3.      | Delegate kit  |                             |
| 4.      | Resource Person Expenditure (Honorarium/Travel/Stay)              |                             |
| 5.      | Venue Charges   |                             |
| 6.      | Hospitality   |                             |
| 7.      | Secretarial Assistance  |                             |
| 8.      | Contingency   |                             |
| 9.      | Prizes & Awards   |                             |
| 10.     | Miscellaneous   |                             |
| 11.     | Total Budget  |                             |
| 12.     | Overhead Charges  |                             |
|         | <b>Grand Total (Including GST, wherever applicable)</b>           |                             |

13. **DETAILS OF EXPECTED INCOME/SPONSORSHIP:**

| <b>Source</b>                       | <b>Amount Requested (Including GST)</b> | <b>Receipts Amount estimated</b> | <b>Remarks</b> |
|-------------------------------------|---|----------------------------------|----------------|
| From Student Participant            |   |                                  |                |
| From Faculty/Delegates Registration |   |                                  |                |
| Government Funding Agencies         |   |                                  |                |
| External Sponsoring Agencies        |   |                                  |                |
| <b>Total Amount</b>                 |   |                                  |                |

14. **BRIEF STATEMENT OF THE OBJECTIVE OF THE EVENT, INCLUDING ITS KIND & LEVEL OF PARTICIPATION, NUMBER OF PARTICIPANTS (SEPARATE SHEET TO BE ATTACHED AS ANNEXURE- II)**

15. **DETAILS OF PAST EVENTS ORGANISED ON RELATED TOPICS, IN THE LAST 3 YEARS (SEPARATE SHEET TO BE ATTACHED AS ANNEXURE-III):**

16. **EXPECTED OUTCOMES AND BENEFITS FROM THE EVENT (ATTACH SEPARATE SHEET AS ANNEXURE-IV):**

17. **ANY OTHER INFORMATION (SEPARATE SHEET TO BE ATTACHED ANNEXURE-V):**

Signature of applicant with date


Signature of Head of Department/Centre

To: Dean(CEP)

**Note: It is mandatory to submit a brochure in soft copy including the title, venue, schedule, convenor, and pro-convenor and other relevant details. The brochure must be submitted to this office before commencement of the program for uploading on the institute's website.**

**ACCOUNT DETAILS**

|                             |                            |
|-----------------------------|----------------------------|
| <b>Name of the Account:</b> | <b>IIT ISM CEP ACCOUNT</b> |
| <b>Account Number:</b>      | <b>110261358281</b>        |
| <b>Name of the Bank:</b>    | <b>CANARA BANK</b>         |
| <b>IFS Code:</b>            | <b>CNRB0000986</b>         |
| <b>SWIFT CODE:</b>          | <b>CNRBINBBFD</b>          |

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**SCAN & PAY**



UPI ID: 333670637358281@cnr