

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

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

1.	TYPE OF EVENT:	Conference ☐	Symposium ☐	Workshop ☐	Seminar ☐	Other (Please mention):
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2. **GEOGRAPHICAL COVERAGE:** Regional ☐ National ☐ International ☐

3. **BROAD SUBJECT AREA(s):** _____

4. **TITLE OF EVENT:** _____

5. **DATE:** From _____ to _____

6. **VENUE / CITY** (*specific venue should be designated to avoid scheduling overlaps and mention separately if the inaugural and sessions 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** (Convenor/ Co-Convenor/ Organizing Secretary, both internal and/ or external): _____

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/ MEA/ other concerned Ministry (Refer to [Guidelines regarding international conference, seminar, training compressed.pdf](#)).

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 (₹)
(a)	Publication and Documentation (Proceeding, brochure, banner etc.)	
(b)	Publicity, Audio-video etc.	
(c)	Delegate kit	
(d)	Resource Person Expenditure (Honorarium/Travel/Stay)	
(e)	Venue Charges	
(f)	Hospitality	
(g)	Secretarial Assistance	
(h)	Contingency	
(i)	Prizes & Awards	
(j)	Miscellaneous	
(k)	Total Budget	
(l)	Overhead Charges (Minimum @10% of Total Budget)	
	Grand Total (excluding GST)	

13. DETAILS OF EXPECTED INCOME/SPONSORSHIP:

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

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 Convenor with date

Signature of Head of Department/Centre

To: PIC (CE&O)

Note: It is mandatory to submit the [photographs](#) (TWO HD quality, preferably group photo or convocation ceremony) and [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

Name of the Account:	IIT ISM CEP ACCOUNT
Account Number:	110261358281
Name of the Bank:	CANARA BANK
IFS Code:	CNRB0000986
SWIFT CODE:	CNRBINBBBFD

