

Guidelines for holding National and International Conferences/ Symposium/ Workshop/ Seminar

The faculty members should submit the proposal for holding National and International Conferences/ Symposium/ Workshop/ Seminar through e-office to Associate Dean (R&D) for further necessary action, as per as per the format given below:

Indian Institute of Technology (Indian School of Mines) Dhanbad

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

1. TYPE OF EVENT:	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. DATES: 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 / 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 MHRD/other Ministry

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

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

Sr. 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.	Any other Expenses (Overhead)	
	Total Budget	

13. DETAILS OF EXPECTED INCOME/SPONSORSHIP

Source	Amount Requested	Receipts Amount estimated	Items suggested
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 applicant with date

Signature of Head of Department/Centre

To: Dean R&D