

UNIVERSITY OF KERALA

Application for financial assistance from State Plan Funds (2021 – 2022) for the Conduct of Hybrid Programmes - State/National/International Seminars/ Symposia/ Conferences/ Workshops/ Training Programmes by the Teaching Departments/ Centres of the University

[PLEASE TICK (√) THE APPROPRIATE ITEM]

1	ACTIVITY	Seminar	Symposium	Conference	Workshop
2	GEOGRAPHICAL COVERAGE	State Level		National	International
3	BROAD SUBJECT AREAS	Sciences	Arts/Humanities	Commerce	Others

4. TITLE OF THE PROGRAMME

5. DATE & DURATION

From	To	Total Number of Days

6. VENUE

7. NAME AND ADDRESS OF ORGANIZING DEPARTMENT

Name of the Department :

Address :

Phone/Mobile :

Email :

8. NAME AND ADDRESS OF ORGANIZING SECRETARY

Name :

Address :

Phone/Mobile:

Email:

9. OBJECTIVES OF THE SEMINAR/CONFERENCE/ SYMPOSIUM

(i)

(ii)

(iii)

a). **BRIEF ABSTRACT OF THE PROPOSAL:** (in approx. 250 words) highlighting its relevance and possible contribution to the existing body of knowledge ((**SEPARATE PAPERS TO BE ATTACHED**))

b). Details of research undertaken in the area of the proposed Seminar /Conference / Symposium

10. NAME AND ADDRESS OF PERSON EMPOWERED TO RECEIVE FINANCIAL ASSISTANCE

a. Name :

Address :

Phone:

Email:

b. **Details of Bank Account to which financial assistance is to be transferred**

** PD Account number of the Department/Centre*

Name of Bank & Branch: _____

Account Number:_____ IFS Code:_____

11. BROAD DETAILS OF ANTICIPATED EXPENDITURE (in ₹)

Sl. No	Details of Estimated Expenditure	Amount
1	TA/DA for Resource Person (Indian/International)	
2	Pre-conference printing (Announcement, abstracts etc)	
3	Publication of proceedings & e-publication	
4.	Subscription of Platforms like Zoom (for conferences having larger participation, free platforms like Google Meet may not be comfortable)	
5.	Video Recording under KU Padashala	
6.	Stationery & Registration kit	
7.	Secretarial Assistance	
8.	Food & Refreshments	
9	Miscellaneous	
	Total Expenditure	

Prior sanction of the Vice-Chancellor shall be obtained for meeting the airfare/taxifare expenses from the seminar funds. Kindly furnish the name, designation, institution's details and travel details of the resource persons along with the request.

11. ESTIMATES OF PROCEEDINGS

- A) Will the proceedings be priced?
- B) No. of pages & copies to be printed:
- C) Approximate price of proceedings (₹)
- D) Estimated cost of printing (Rs.)
- E) Estimated Income from sale of proceedings (₹)

12. DETAILS OF ANTICIPATED INCOME

	Sources	Amount Requested ₹	Amount committed or received ₹	Items for which grant requested
	A. FROM OTHER FUNDING AGENCIES			
1				
2				
	B. FROM REGISTRATION / Advt/ Societies			
	a) By Registration			
	(b) By Advertisement			

	Contribution by other Society/ Institute			
	C. Income from sale			
	Sale of proceedings			
	Total Anticipated Income			

13. FINANCIAL ASSISTANCE REQUIRED FROM UNIVERSITY:

Sl. No	Details of Estimated Expenditure	Amount
1	TA/DA for Resource Person (Indian/International)	
2	Pre-conference printing (Announcement, abstracts etc)	
3	Publication of proceedings & e-publication	
4.	Subscription of Platforms like Zoom (for conferences having larger participation, free platforms like Google Meet may not be comfortable)	
5.	Video Recording under KU Padashala	
6.	Stationery & Registration kit	
7.	Secretarial Assistance	
8.	Food & Refreshments	
9	Miscellaneous	
	Total Expenditure	

14. DETAILS OF NON REGULARISATION OF GRANTS RECEIVED BY THE ORGANISER

Details of provisional payment pending regularisation, if any:

U. O. No. and Date;

(Please submit copy of the University Order sanctioning Provisional Payment)

15. NUMBER OF RESOURCE PERSONS/ PARTICIPANTS EXPECTED REGION WISE:

Number of resource persons expected to attend				
Same District	Within the State	National	International	Total

Number of participants expected to attend				
Same District	Within the State	National	International	Total

a). List of Resource Persons proposed to be invited and their areas of specialization:

(Seperate sheet to be attached)

b). Number of papers expected for presentation

(i) From outstation participants:

(ii) From Local participants:

(iii) From the Faculty of the Department:

16. **IN CASE OF INTERNATIONAL PROGRAMME**, whether clearance from Government of India has been applied for/ obtained? (**Request for clearance to be addressed to the Registrar**)

17. **SOURCE OF RESOURCES FOR MEETING INTERNATIONAL TRAVEL AND LOCAL HOSPITALITY:**

Signature of the Organising Secretary and Head of the Department/Centre

Place:

Date: