

Annexure I A

UNIVERSITY OF KERALA

Application for financial assistance from State Plan Funds (2019 – 2020) for holding National/International Seminars/ Symposia/ Conferences/ Workshops/ Training Programmes by the Teaching Departments/ Centees of the University

[PLEASE TICK (✓) THE APPROPRIATE ITEM]

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

10. BROAD DETAILS OF ESTIMATED EXPENDITURE (in ₹)

Sl.No	Details of Estimated Expenditure	Amount
1	TA/DA for young Teachers (below 45 years) (Indian)	
2	TA/DA for Resource Person (Indian) #	
3	Pre-conference printing (Announcement, abstracts etc)	
4	Publication of proceedings	
5	Stationery	
6	Secretarial Assistance	
7	Local Hospitality	
8	Miscellaneous	

	Total Expenditure	
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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 INCOME

A. FROM OTHER FUNDING AGENCIES

	Sources	Amount Requested ₹	Amount committed or received ₹	Items for which grant requested
1				
2				
3				
4				

B (a) By Registration :

(b) By Advertisement :

(c) Contribution by other Society/ Institute :

Total :

13. FINANCIAL ASSISTANCE REQUIRED FROM UNIVERSITY:

	Specific Items of Expenditure	Amount (₹)
1	TA/DA for young Teachers (below 45 years) (Indian)	
2	TA/DA for Resource Person (Indian) #	
3	Pre-conference printing (Announcement, abstracts etc.)	
4	Publication of proceedings	
5	Stationery	
6	Secretarial Assistance	

7	Local Hospitality	
8.	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 PARTICIPANTS EXPECTED REGION WISE:

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

a) If International, whether clearance from Government of India has been obtained?

16. IN CASE OF INTERNATIONAL CONFERENCE, KINDLY GIVE RESOURCES FOR INTERNATIONAL TRAVEL AND LOCAL HOSPITALITY:

17. BRIEF STATEMENT OF OBJECTIVE OF SEMINAR HIGHLIGHTING ITS IMPORTANCE IN NATIONAL CONTEXT (SEPARATE PAPERS TO BE ATTACHED)

- a. Review state of art
- b. Formulate specific programme of action with programme
- c. Bring out the proceedings/ papers in the subject
- d. Other (Please specify)

18. IS THIS SEMINAR HELD ANNUALLY? IF YES, PLEASE GIVE A BRIEF STATEMENT ON THE FOLLOW UP OF THE RECOMMENDATIONS OF THE SEMINAR HELD IN PAST 3 YEARS (Attach separate sheet)

19. DETAILS OF PAST EVENTS ORGANIZED ON THE PROPOSED TOPIC IN INDIA. INDICATE TITLE, DATE, VENUE & BRIEF DETAILS.

Signature of Applicant/ Organising Secretary

Signature of Head of the Department/Centre

Place:

Date: