



Application Form for conducting Workshop/Conference/FDP/Seminar/Event, etc

1. Name of coordinator(s): _____
Designation: _____ Employee ID(s): _____
 2. Department: _____ Date of Joining Institute _____
 3. Name of Event: _____
 4. Date of Event (duration): _____
 5. (a) Type of program: Workshop/Conference/FDP/Seminar/Special Talk, etc.
(b) Mode of conduction: On-Line/In person/Hybrid (Venue: _____)
(c) Name of other participating institute (if any): _____
(d) Number of expected participants: Online _____ / In person _____
(e) Institute Facility Required: (Tick whichever are applicable and provide the details)
- | | | | |
|---|--|--|--|
| 1. Auditorium (Big/Small):
Date(s):
Waived/Paid | 2. Seminar Room detail:
Date(s):
Waived/Paid | 3. LT-I/II rooms (nos.)
Date(s):
Waived/Paid | 4. Lawn detail:
Date(s):
Waived/Paid |
| 5. MDP Rooms (Paid): | 6. VH Rooms (Paid): | 7. Hostel Rooms (Paid): | |
6. Estimated budget in Rupees: _____ and Source(s) of Funding: _____
 7. Need a separate account for collecting the fee? YES/NO
 8. Brochure/Flyer showing registration fee attached? YES/NO
 9. Any other Information: _____

I certify that, the information provided above is true and correct. The event aligns with the academic and research objectives of the Institute. The financial transactions will be as per Institute rules.

Date: _____

Signature of applicant

(A) Recommendation of head of department:

Signature of HoD

(B) Recommendation of DoRC:

Signature of DoRC

Approved/Not approved

Director