

Proposal Format

3-days Seminar

1. Title of the Proposed Seminar:

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2. Name and address of the coordinator of the proposed workshop:

i. Name of the Coordinator:

ii. Designation & Address:

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3. Name and address of the collaborating Institution/MRC/University:

i. Name of the Institution/MRC/University:

ii. Address:

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4. Contact phone, mobile and fax nos. of the coordinator along with Email ID:

i. Contact Tel. no.: (O)..... (R).....

ii. Mobile no.: iii. Fax no.:

iv. Email ID:

5. Brief history of the collaborating Institution/MRC/University:

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6. Infrastructural status of the collaborating Institution/MRC/University:

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7. Total duration of the Seminar:

From dt...... **to** **for** **(days)**

8. Attach the concept note of the proposed Seminar separately:

9. Attach the tentative list of participants separately:

10. Attach the tentative schedule of the proposed Seminar:

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11. Proposed budget:**(Should not exceed Rupees Five Lakhs):**

Sr. no.	Heads of Expenditure Total	Amount
1.	T.A./D.A. to Resource person and Guests (Subject to actual)	
2.	T.A./D.A. to Invited Guests (Speakers, Chairpersons and other invited guest for inaugural and valedictory functions (Subject to actual)	
3.	Honorarium of Resource persons @ Rs. 1,000/- per lecture (Subject to actual)	
4.	Accommodation charges for Scholars and Guests	
5.	5 Catering Charges (Subject to actual) (For Breakfast, Lunch, Dinner, and 2 time tea in sessions along with mineral water, snacks and biscuits etc. @ Rs. 350.00 per person perday)	
6.	Stationeries (Subject to actual) (Kit-bag @ Rs. 300.00 for 80 persons)	
7.	Printing, Xerox, Postage, Telephone etc. (Subject to actual)	
8.	Transportation Charges (Subject to actual) (Hiring of Taxi Buses etc. if, necessary)	
9.	Photography, Audio and Video Recording etc. (Subject to actual)	
10.	Expenditure for Inaugural and valedictory functions (Flower bouquets, Decoration and gift charges etc.) (Subject to actual)	
11.	Miscellaneous Expenses, if any (Subject to actual)	
	Grand Total	

12. If approved, the DD shall be drawn in favor of:

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Signature
(of the Coordinator & Seal)