

Proposal Format

3-days National Seminar

- 1. Title of the Proposed Seminar :**

- 2. Name and address of the Coordinator of the proposed Seminar :**
 - i) Name of the Coordinator :
 - ii) Designation & Address :

 - iii) Contact number :
 - iv) Mobile number :
 - v) E-mail ID :

- 3. Name and address of the collaborating Institution/University:**
 - i) Name of the Institution:

 - ii) Address :

 - iii) Institution Type :
 - iv) Act/Registration No. :

 - v) Date of Registration :
 - vi) Registration Authority :

 - vii) State of Registration :
 - viii) PAN No. :
 - ix) TIN No. :
 - x) GST No. :

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

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

6. Back ground and justification:

7. Attach the concept note of the proposed Seminar (Attached separately):

8. Attach the tentative list of Resource persons with designation (Attached separately):

9. Programme details along with schedule (Attached separately):

10. Proposed budget: (should not exceed ₹ 5 lakh)

Sl. No	Name of the Head	Amount (₹)
1	TA/DA to Resource persons and Participants (Subject to actual)	
2	T.A./D.A. to Invitees (Subject to actual) (Speakers, Chairpersons, Coordinator-NMM, Guests for Inaugural and Valedictory functions)	
3	Honorarium of Resource Persons @ ₹ 1000/-per paper	
4	Catering Charges (Subject to actual) For Breakfast, Lunch, Dinner, and 2 time tea in sessions along with mineral water, snacks and biscuits etc. @ ₹ 350.00 per person per day)	
5	Accommodation charges for Scholars and Guests	
6	Stationeries (Subject to actual) (Kit-bag @ ₹ 300.00 for 80 persons)	
7	Printing, Xerox, Postage (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 (Subject to actual)	
11	Miscellaneous Expenses (Subject to actual)	
	Total (Maximum ₹ 5 lakh)	

11. Bankers details: (Attached cancelled cheque separately)

- i) Name of the Bank :
- ii) Payee Name :
- iii) Account number :

Signature
with official seal

National Mission for Manuscripts,

11, Mansingh Road, New Delhi-110001

DECLARATION

I Sh./Prof./Dr. of (with full official address)

.....
..... declare that the grant released by the National Mission for Manuscripts, New Delhi will be utilized for the purpose of organizing a 3-days National Seminar as per the guidelines provided by the National Mission for Manuscripts, within two months from the date of released of grant. I further declare to submit all the papers presented by the Scholars/Participants in the office of the Director, NMM along with the Utilization Certificate of the grant, statement of accounts with photographs, recorded videos, and supporting vouchers within one month from the completion of the above mentioned Seminar.

Signature of the
proposed Coordinator
with official seal

Date:

Place: