

UNIVERSITY GRANTS COMMISSION

SECTION – A

REGION/STATE:

PLEASE TICK (✓) THE APPROPRIATE ITEM

1. ACTIVITY : Conference/Workshop/Seminar

2. GEOGRAPHICAL COVERAGE : Departmental/State Level/National Level/
International Level

3. Name of Conference/Workshop/Seminar:

4. Date(s) : From..... to.....;
Total number of days:

5. VENUE :

6. NAME AND ADDRESS OF ORGANISING COLLEGE:

College Name

Department(s)

Address :

.....

.....

Pin :.....

Ph.No.:.....

E-mail :

Name of the affiliating University:

7. NAME & DESIGNATION OF CONVENOR/ORGANISING SECRETARY:

.....

.....

8. BROAD DETAILS OF ESTIMATED EXPENDITURE (in Rs.) FOR WHICH FINANCIAL ASSISTANCE IS SOUGHT

- a. TA (within India) and honorarium (Rs.1000/- per day) for Resource Persons :
Rs.....
 - b. TA (within India) for Paper Presenters :
Rs.....
(Not applicable for Departmental Seminars)
 - c. Pre-conference printing :
Rs.....
(announcements, abstracts, etc.)
 - d. Publication of Proceedings :
Rs.....
 - e. Local Hospitality including board and lodging :
Rs.....
(may be restricted to 25% of the total allocation from the UGC)
- (GRAND TOTAL):** Rs.....

9. DETAILS OF ASSISTANCE SOUGHT FROM OTHER SOURCES:

10. DETAILS OF PREVIOUS GRANT RECEIVED BY THE ORGANISING COLLEGE FROM THE UGC IN THE PAST

Sl. No.	UGC Sanction letter No. & Date	Title of Activity (Seminar/Conference etc.)	Amount sanctioned (Rs.)	Whether accounts have been settled
1.				
2.				
3.				

11. DETAILED PROPOSAL OF THE ACTIVITY

- A. Title of the activity:
- B. Background including details of past events organised on the proposed topic:
- C. Aims/Objectives (in at least 500 words):
- D. Target audience/participants with expected number:
- E. Details of Sessions:

Please mention themes/topics to be covered under each Business/Technical Session and names of Resource Persons:

F. Expected outcome:

12. If International, whether clearance from Government of India has been obtained: **Yes/No.** [If Yes, attach supporting documents].

- 5 -

13. **In case of International Conference kindly give resources for International travel.**
14. A letter from academic association/academic body or academic/professional institution association of business/industry, voluntary organization, NGO, registered society/trust, as applicable, **must be furnished with the application, in case of collaboration.**

Signature of Convener/Organizing
Secretary

Signature of Principal of College
(with seal)

Place:

Date:

- 6 -