

CENTRAL UNIVERSITY OF SOUTH BIHAR

Application for financial assistance for organizing programmes like short-term (less than 15 days) workshops or training programmes/ seminars/symposia and International/ National/ Regional/State level conferences

1.	ACTIVITY (Conference/Workshop/Seminar/ Symposia/ Short-term training programme)	
2.	Status (Regional/ State/ National/ International)	
4.	Duration of Activity	From _____ to _____ Number of days _____
5.	Proposed Venue	
6.	Name of Organizing School/Centre/Department	
7.	Name & Designation of Convenor/Coordinator/ Organizing Secretary	
8.	Name & Designation of Members of Organising Committee	
9.	Detailed Proposal of the Activity	
a.	Title of the Activity	
c.	Concept Note of the Programme (Please attach separate sheet)	
d.	Target audience/participants with expected number	
e.	Details of technical sessions: (please mention themes to be covered in the technical sessions)	
f.	Name of the Resource Persons/Experts (session-wise)	

g.	Expected outcome : (Briefly mention about the technological/academic or any other benefit of this activity with respect to the institution, faculty, students, industry and society).	
10.	If international, whether clearance from Government of India has been obtained (if yes, please attach supporting documents)	
11.	In case of International Conference kindly give resources for International travel, if any	
12.	In case the School/ Centre/ Department is hosting Annual Conference of Academic Association/ Academic Body or Collaborating with any other Association/ Body/ Institution, please attach document	
13.	Details of Estimated Expenditure (in Rs.) for which financial assistance is sought	
a.	TA (within India) for Resource Person/ Experts	
b.	Honorarium for Resource Person/Experts	
c.	TA (within India) for Paper Presenters	
d.	Pre-Conference printing (Banner, announcements, abstracts etc.)	
e.	Publication of Proceedings	
f.	Local Hospitality including boarding and lodging	
14.	Details of Assistance sought from other Agencies/Organizations	
15.	Details of income from following sources	
	i. Registration fee	
	ii. Advertisement	
	iii. Contribution by other sources	

15.	Details of grant received by the School/Centre/Department for previous such Activities, if any	
a.	Name of the Activity (Seminar/Conference etc.)	
b.	Date and duration of the Activity	
c.	Amount Sanctioned (Rs.)	
d.	Whether accounts have been settled	

Signature of Coordinator/Convenor of the Programme

Head of the Department/Centre

Dean of the School