

Annexure I A

**UNIVERSITY OF KERALA**

**Application for financial assistance from State Plan Funds for holding  
National/International Seminars/ Symposia/ Conferences/ Workshops/ Training  
Programmes – 2018 - 2019**

[PLEASE TICK (✓) THE APPROPRIATE ITEM]

1	<b>ACTIVITY</b>	Seminar	Symposium	Conference	Workshop
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2	<b>GEOGRAPHICAL COVERAGE</b>	State Level	Regional	National	International
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3	<b>BROAD SUBJECT AREAS</b>	Sciences	Arts/Humanities	Commerce	Others
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4. TITLE OF THE PROGRAMME

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5. DATES

FROM	TO	TOTAL Number of Days

6. VENUE

7. NAME AND ADDRESS OF ORGANIZING DEPARTMENT

Name of the Department :

Address :

Phone/Mobile :

Email :

**8. NAME AND ADDRESS OF ORGANIZING SECRETARY**

Name :

Address :

Phone/Mobile:

Email:

**9. NAME AND ADDRESS OF PERSON EMPOWERED TO RECEIVE FINANCIAL GRANT**

a. Name :

Address :

Phone:

Email:

**b. Details of Bank Account to which financial assistance is to be transferred**  
*\* PD Account number of the Department/Centre*

Name of Bank & Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_ IFS Code: \_\_\_\_\_

**10. BROAD DETAILS OF ESTIMATED EXPENDITURE (in ₹)**

Sl.No	Details of Estimated Expenditure	Amount
1	TA/DA for young Teachers (below 45 years) (Indian)	
2	TA/DA for Resource Person (Indian) #	
3	Pre-conference printing (Announcement, abstracts etc)	
4	Publication of proceedings	
5	Stationery	
6	Secretarial Assistance	
7	Local Hospitality	
8	Miscellaneous	

	<b>Total Expenditure</b>	
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# Prior sanction of the Vice-Chancellor shall be obtained for meeting the airfare expenses from the seminar funds. Kindly furnish the name, designation, address and travel details of the resource persons along with the request.

### 11. ESTIMATES OF PROCEEDINGS

- A) Will the proceedings be priced?
- B) No. of pages & copies to be printed:
- C) Approximate price of proceedings (₹)
- D) Estimated cost of printing (Rs.)
- E) Estimated Income from sale of proceedings (₹)

### 12. DETAILS OF INCOME

#### A. FROM OTHER FUNDING AGENCIES

	Sources	Amount Requested ₹	Amount committed or received ₹	Items for which grant requested
1				
2				
3				
4				

B (a) By Registration :

(b) By Advertisement :

(c) Contribution by other Society/ Institute :

**Total :**

### 13. FINANCIAL ASSISTANCE REQUIRED FROM UNIVERSITY:

	Specific Items of Expenditure	Amount (₹)
1	TA/DA for young Teachers (below 45 years) (Indian)	
2	TA/DA for Resource Person (Indian) #	
3	Pre-conference printing (Announcement, abstracts etc.)	
4	Publication of proceedings	

5	Stationery	
6	Secretarial Assistance	
7	Local Hospitality	
8.	Miscellaneous	
	<b>Total Expenditure</b>	

**14. DETAILS OF REGULARISATION OF PREVIOUS GRANTS RECEIVED BY THE ORGANISER**

Details of provisional payment pending regularisation, if any:

U. O. No. and Date;

**(Please submit copy of the University Order sanctioning Provisional Payment)**

**15. NUMBER OF PARTICIPANTS EXPECTED REGION WISE:**

Number of participants expected to attend (Put tick mark)				
Local	Within the State	National	International	Total

a) If International, whether clearance from Government of India has been obtained?

**16. IN CASE OF INTERNATIONAL CONFERENCE, KINDLY GIVE RESOURCES FOR INTERNATIONAL TRAVEL AND LOCAL HOSPITALITY:**

**17. BRIEF STATEMENT OF OBJECTIVE OF SEMINAR HIGHLIGHTING ITS IMPORTANCE IN NATIONAL CONTEXT (SEPARATE PAPERS TO BE ATTACHED)**

a. Review state of art

b. Formulate specific programme of action with programme

c. Bring out the proceedings/ papers in the subject

d. Other (Please specify)

**18. IS THIS SEMINAR HELD ANNUALLY? IF YES, PLEASE GIVE A BRIEF STATEMENT ON THE FOLLOW UP OF THE RECOMMENDATIONS OF THE SEMINAR HELD IN PAST 3 YEARS (Attach separate sheet)**

**19. DETAILS OF PAST EVENTS ORGANIZED ON THE PROPOSED TOPIC IN INDIA. INDICATE TITLE, DATE, VENUE & BRIEF DETAILS.**

**Signature of Applicant/ Organising Secretary**

**Signature of Head of the Department/Centre**

Place:

Date: