



Indian Institute of Technology Mandi

Centre for Continuing Education



Form for submitting proposals for

*(Course approval can be taken even without receipt of funds)

Sponsored Conference Short-Term Course Workshop Symposium Seminar

1. Title: _____

2. Name of the Organizer(s): _____

3. School/Centre _____

4. Proposed Period(s): From: _____ To: _____

5. Objective(s): _____

6. Total number of delegates expected to participate:

a) Delegate from India: ____no(s)

b) Delegate from abroad: ____no(s)

c) From IIT Mandi: ____no(s)

*Permission from Ministry of External Affairs/Education is necessary

7. Funding from other sources:

Sr. No.	Name of the Agency	Amount requested/sanctioned

8. Type of Sponsorship: Private Sector/Govt./Public/Foreign Agency/Others (Pl. specify)

9. Total anticipated income out of the following:

Registration fee of the delegates		
Sale of proceedings to be published		
Any other income / grant		
TOTAL		

For Lecture Requirements: (Booking to be done by coordinator on the portal)

Hall A (capacity 100)

Hall B (capacity 80)

Hall C (capacity 42)

10. Copy of Schedule attached: Yes/No
11. Copy of MoU/Agreement/Email Communication attached (if any):
12. Details of Instructor/experts: Yes/No (if yes attach Separately)
13. Details of Tentative Expenditure : (Attach Separately)
14. Any other information which you may like to add:

The following documents will be required at the closing of course for processing the bills.

- (1) Description of the Event, Outcomes, how is it related to innovation aspects
- (2) Name, address, phone and email id of the sponsoring agency
- (3) List of internal and external faculty /experts with email id and address
- (4) List of the participants with email id and address
- (5) Time table copy
- (6) Soft / hard copy of the group-photo (if available).

I/We understand that institute overhead is payable to IIT Mandi as per institute norms.

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NOTE: The organizing Coordinator (s) is responsible for making all arrangements and for the smooth conduct of all aspects of the Conference/ Seminar/Symposium/Workshop or activities of a similar nature. As deemed fit, expenses will be met from the funds collected for this purpose with the approval of the Head CCE, duly verified by the Coordinator. Accounts shall be maintained for all the receipts and expenses incurred. The organizing Coordinators shall submit an audited statement of accounts and closure report to the CCE office within three months after the completion of the Conference/Symposium/Seminar/Workshop or activities of a similar nature. Kindly note that the registration fees, sponsorship amount and other receipts related to the events will attract GST.

Signature of the Coordinator with date
Phone No:
Mobile No:

Forwarded and Recommended

(School Chair)

Recommendation of the Head, CCE

(Head, CCE)

APPROVED / NOT APPROVED

DIRECTOR