

Ravenshaw University, Cuttack

Format for submitting proposal for holding Seminars / Conferences / FDPs / Workshops / Other Academic Events

(This form must be filled up properly and routed through the HOD and CPGC)

I.(a)	Name of the Department	:	
(b)	Name of the event such as: Seminar / Conference / FDP / Workshop / Other	:	
(c)	Nature of the event such as: International / National / State / Local	:	
(d)	Title/ theme of the event	:	
(e)	A brief write-up about the proposed event	:	
(f)	Name of the Organising Secretary	:	
(g)	Name of the Convenor/ Director	:	
(h)	Expected number of participants	:	
(i)	Proposed venue where the event will be organized	:	
(j)	Proposed date(s) of the event	:	
(k)	Session plan/ No. of sessions with title	:	
(l)	List of resource persons along with their designation and institutional affiliation, who are likely to attend the event.	:	
(m)	Institutional collaboration, if any (Give details)	:	

II. Budget

Sl.No.	Sources	Amount (₹)	Sl. No.	Expenditure	Amount (₹)
1.			1.		
2.			2.		
3.			3.		

III. Resolution of Teachers' Council of the Department (Attached a copy)

IV. Post-Event Compliance

After completion of the event, the Organising Secretary shall submit, within a week, to the IQAC:

- (i) A report on the event (in 2-3 pages)
- (ii) Photographs of the event (about 4-5 photos)
- (iii) Bills and vouchers for adjustment/ reimbursement if **any** or to the extent funded by the University.