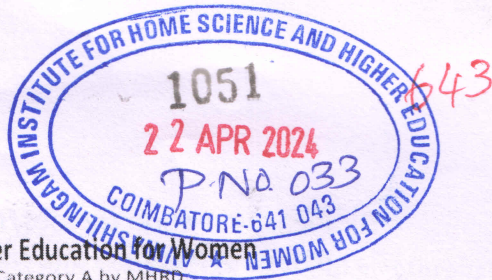




**Avinashilingam Institute for Home Science and Higher Education for Women**

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD  
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC  
Coimbatore - 641 043, Tamil Nadu, India



**GUIDELINES/PROFORMA FOR ORGANISING CONFERENCES, SEMINARS, WORKSHOPS, FDPs & Others**

**Department: Commerce**

**School: Commerce and Management,  
Arts and Social Science.**

1. Activity : Conference/ Seminar/Workshop/FDPs/**Others(Special Lecture)**
2. Geographical Coverage : **Departmental**/State Level/National Level/ International Level
3. Name of the Event : **Special Lecture on "Techniques for Formulating Manuscript in Social Sciences"**
4. Date(s) : **27.04.2024, 10.00 AM to 12.45 PM** Total number of days: One day
5. Venue : **Hi-Tech Seminar Hall**

6. Name & Designation of Convenor/Organizing Secretary and Team  
**Dr.P.Santhi,**  
Professor and Dean,  
School of Commerce and Management,  
Avinashilingam Institute for Home Science and Higher Education for Women,  
Coimbatore - 641043.

7. Financial Assistance Required: IQAC (within the stipulated time of call for proposals)/Department Budget /No financial assistance

**Refreshment expenses will be met by Research and Development Cell**  
**(Estimated Budget Rs. 2000-Tea and Snacks for 90 participants)**

*P.L.K.  
15/4/24*

- a. Enclose tentative budget (with details of expected income, expenditure and deficit)
8. Details of assistance sought from other sources: (Govt/Private): **Nil**
9. Details of collaborating institution, if any : **Nil**
10. Detailed Proposal of the Activity
  - A. Aims/Objectives : To familiarize scholars with systematic way of writing research articles for publications.
  - B. Target audience/participants with expected number: Faculty Members and Research Scholars - **School of Commerce and Management & School of Arts and Social Science / 90 Participants**
  - C. Details of Sessions:  
(Attach separate copy if required)

*FO-100  
22/04/24  
22*

*Recd  
15/4/24  
VCLD/765  
22/04/24*

- D. Please mention themes/topics to be covered under each Technical Session and names of National and International Resource Persons:

**Resource Person: Dr.V.Bharathi Harishankar,**

**Vice Chancellor,**

Avinashilingam Institute for Home Science and Higher Education for Women,  
Coimbatore – 641043.

**Theme :** Special Lecture on “Techniques for Formulating Manuscripts in Social Sciences”

**Topics to be covered**

Systematic way of writing research articles for publications.

- E. Expected outcome: To publish good research articles in Indexed Journals with High Impact Factor.

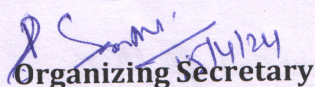
11. In case of International Conference and collaboration, kindly give resources for International travel and a letter from the concerned head of collaborating body. Attach GoI clearance in case of International events

12. Registration fee : Yes/No

a) If Yes, mention proposed amount per registration in Rs.

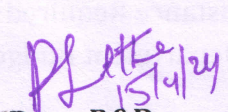
13. Social Media Handles attached : Yes/ No

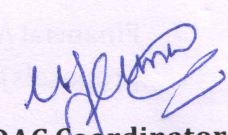
**Signatures:**

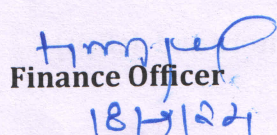
  
Organizing Secretary

  
HOD

  
Dean

  
Dean R&D

  
IQAC Coordinator

  
Finance Officer

  
Registrar

  
Vice Chancellor

Date: 15.04.2024

- a) Last date of submitting the filled in application with financial requirement routed through IQAC – 26<sup>th</sup> Sept. 2023

**i) Eligibility Rules to apply with Financial Requirement routed through IQAC**

- The department should not have received such grant for the previous two years
- Incomplete applications will be rejected
- The signature of FO, Registrar & Vice Chancellor will be after the scrutiny procedure

**ii) Review and Recommendation of the Proposal with Financial Requirement routed through IQAC**

- The Scrutiny Committee will review the proposal for its feasibility and acceptance after a brief presentation. Based on the recommendations of the scrutiny committee the proposal will be recommended/ not recommended for Financial Requirement. The Vice Chancellor will approve/ reject the proposal on the recommendations of the Scrutiny Committee.

**iii) The Financial Requirement will be provided only for Conferences/Seminars/Workshops and FDPs**

Recd  
Vc/1765

**b) This proforma is valid throughout the year if no financial requirement is sought from IQAC but met through Departmental expenses**

***General Rules for conduct of Events***

- For conducting International Events form should be submitted minimum 4 months prior to the date
- For conducting National Events form should be submitted minimum 2 months prior to the date
- For conducting Regional/Webinar form should be submitted minimum 20 days prior to the date
- The signature of all authorities (as specified is all mandatory)
- 'Others' include Association Meetings/ Guest Lectures etc.,

**\* The Report of any Event conducted with/ without Financial requirement has to be submitted to IQAC for clearance of bills.**



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Coimbatore - 641 043, Tamil Nadu, India



**The Research & Development Cell  
&  
School of Commerce and Management,  
School of Arts & Social Sciences  
Cordially Invites You to the Workshop  
On  
" Techniques for Formulating Manuscripts in Arts and Social  
Sciences"**

**ON 27.04.2024 @ 10:00 A.M.-12:45 P.M.**

**BY**

**Dr. V. Bharathi Harishankar  
Vice Chancellor**



Dr. V. Bharathi Harishankar  
Vice Chancellor

**Venue: Hi-Tech Seminar Hall**  
**Audience: Research Scholars of School of Commerce and Management,  
School of Arts & Social Sciences**  
**All are Cordially invited**