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 (now MoE)
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, PLACEMENT SKILL BASED TRAINING & Others

Department: _____ **School:** _____

1. Activity (If others, specify) : Conference/ Seminar/Workshop/FDPs/Placement Skill Based Training/Others
2. Geographical Coverage : Institutional/Departmental/State Level/National Level/ International Level
3. Name of the Event :
4. Date(s) : From..... To…… Total number of days: .....
5. Venue :
6. Name & Designation of Convenor/Organizing Secretary and Team
   ……
   ……
   ……
   ……
7. Financial Assistance Required: IQAC /Department Budget /No financial assistance
   a. Enclose tentative budget (with details of expected income, expenditure and deficit)
   The tentative budget shall show registration-fee income under separate heads: (i) basic registration-fee income, (ii) GST collected at the applicable rate, and (iii) total amount collected. GST collected shall not be treated as event income and shall be accounted for and remitted separately through the Finance Section.
8. Details of assistance sought from other sources: (Govt/Private)
9. Details of collaborating institution, if any
10. Detailed Proposal of the Activity
    A. Aims/Objectives:
    B. Target audience/participants with expected number:
    C. Details of Sessions:
    (Attach separate copy if required)
    D. Please mention themes/topics to be covered under each Technical Session and names of National and International Resource Persons:
    E. Whether the Resource Person is an Alumnae: Yes/No
    If yes,
    - Programme of study:
    - Year graduated:
    - Email address:
    - Mobile No:

    F. Expected outcome:

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) Proposed basic registration fee per participant, **exclusive of GST**: Rs.

    b) GST @ 18% (GST shall be charged separately for events with Registration) : Rs

    c) **Total payable (Basic registration fee + GST @ 18%) : Rs**

(Example: Rs. 1,000 + Rs. 180 GST = **Rs. 1,180**.)

Authorized Collection Details:

Registration fees, including applicable GST, shall be credited only to the account authorized by the Finance Section through the nominated **Liaison Officer**.

Liaison Officer: Account No.: 622860776

Bank: Indian Bank, ADUC Branch; **IFSC:** IDIB000A005

Other personal or unauthorized accounts shall not be used. In addition to GST, an Overhead Charges of 10% of the basic Registration Fee shall be applicable to events involving Registration fees

13. Social Media Handles attached: Yes/ No

14. Do you require any Civil / Electrical support from Engineering section?

We hereby assure that plastic water bottles will not be used in this event organized by us and in case of use, the amount for the same would not be reimbursed from the budget allotted

Date:

Organizing Secretary **Convenor**

Signature

HOD **Dean** **Dean R&D** **IQAC Coordinator**

Civil Engineer **Consultant –Finance** **Finance Officer** **Registrar**

Vice Chancellor

Please Note: This proforma is valid throughout the year if no financial requirement is sought from IQAC but met through Department / Centre budget.

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 / competitions/ observance events etc.,
- The profile of the resource person is mandated.

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