



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

Session: Sep/Feb

PROPOSAL FOR AVAILING FINANCIAL ASSISTANCE FOR CONDUCTING INTERNATIONAL/NATIONAL EVENT 2025-2026

Applicant Name	
Department(s)	
School	
Activity (<i>Conference/ Seminar/Workshop/FDPs/Others</i>)	
Title of the Event	
Proposed Date(s)	
Venue	
Name & Designation of Convenor/Organizing Secretary and Team Convenor	
Financial Assistance Required (Total amount in Rupees) Attach Estimate	Rs.----- <i>Annexure 1</i>
Proposed Registration fee	
Details of assistance sought from other sources	
Details of collaborating institution, if any	
Detailed Proposal of the Activity a. Aims/Objectives: b. Target audience/participants with expected number c. Details of Sessions d. Please mention themes/topics to be covered under each Technical Session and names of National and International Resource Persons e. Expected outcome:	<i>Annexure 2</i>
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. If not applicable mention NA	

Signatures :

Organizing Secretary

HOD

Dean

IQAC coordinator

This form must be submitted prior to August for the purpose of conducting the event before forthcoming February. Conversely, it should be submitted in February for events planned before the following August each year.



Annexure 1

Particular	Remark
Proposed No.of participants	
Registration amount (Rs)	
Income from Registration fee (Rs)	
Income from other sources (Rs)	
Tentative expenditure (Rs)	
Amount requested from Institution (Rs)	

Payment to be made in digital form wherever possible.

Estimated Budget for the proposed Seminar/Workshop/Conference						
S.No.	Particulars	Unit/Day Rate	No.of days	Unit/ No. of Persons	Amount	Remarks
A)	Travel					
	Total(Travel)					
B)	Accommodation					
1	Accommodation					
	-University Guest House					
	-Hotel Accommodation					
	Total(Accommodation)					
C)	Honorarium					
1	Honorarium for Resource Persons/Experts					
	Total(Honorarium)					
D)	Food& Refreshments					
1						
2						
	Total(Food & Refreshments)					

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E)	Pre Conference expenses (including registration kit & Banners)					
F)	Miscellaneous (Contingency expenses)					
G)	TOTAL EXPENSES (A TO F)					
H)	Overhead charges (10% of total expenses)					
	TOTAL EXPENDITURE(G + H)					

Annexure 2

A. Aims/Objectives:

B. Target audience/participants with expected number :

C. Details of Sessions :

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

E. Expected outcome:

Details of Probable Experts /Speakers: as per the format given below :

S.NO	Name of experts	Affiliation	Field of Interest /Specialization	Proposed Topic/ Plenary talk to be delivered
1.				
2.				

Whether any conference has been organized by the Department in last Three years? If yes give details including title, name of the organizing Secretary(s).

Recommendations:

Conference committee remarks:

Forwarded for approval

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