



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) – 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

**Format for submitting proposals for organizing
Conference (International/National)**

Type of Proposed Conference:

1. Name of the organizing Department(s):
2. Name of the Organizing Chairman:
3. Name of the Organizing Secretary(s):
4. Name of the Treasurer:
5. Title of the proposed Conference:
6. Duration & dates of the Conference:
7. Objectives of the Conference:
8. Proposed theme (s):
9. Brief justification of proposal i.e., need for conducting the Conference and benefit thereof (use separate sheet, if required):

10. Number of participants expected to attend:

- Details of facilities available to organize the conference:

- Details of lodging facilities available to accommodate the participants:

11. Number of Expected Keynote/Plenary Speakers:

12. Details of Probable Experts/Speakers:

S. No.	Name of Expert	Affiliation	Field of Interest/ Specialization	Proposed Topic/Plenary talk to be delivered
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

13. 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).

14. Financial assistance required for conducting the Conference:
(Estimates to be given on a realistic basis along with justification, and details - use separate sheet as per the guidelines)

15. Agencies Expected to Sponsor/Finance the Event and the extent of finance:

16. Budget Estimates:

Sr. No.	Item Description	Amount in Rs.	Remarks (if any)
1.	Honorarium to the Experts/Speakers		
2.	TA/DA & stay arrangements of the Experts/Speakers		
3.	Boarding and Lodging/Hospitality to participants (Breakfast, Lunch, Dinner, Tea etc.)		
4.	Contingency, Stationery etc. (Printing of Certificates/Banner, Registration Kit, etc.)		
5.	Miscellaneous Expenses (Give Details)		
6.	TOTAL		

Payment to be made in digital form wherever possible.

17. Other information, if any:

Date

Signature of the Organizing Secretary (s)

Recommendation of Department Committee:

(Member)

(Member)

**Head of Department
(Chairperson)**

Comments of Institute Committee:

(Member)

(Member)

**AR (E&S)
Convener**

**Associate Dean (FDP & CPDA)
Member**

**Dean (FW)
Chairperson**

Submitted for approval of the Director