

**PROFORMA FOR SEEKING FINANCIAL ASSISTANCE FOR ORGANISING
CONFERENCE/WORKSHOP/SEMINAR/STC/FDP**

To
The Hon'ble Vice Chancellor
MJP Rohilkhand University Bareilly.

Through Registrar/TEQIP Coordinator
Subject:-----

Dear Sir,
Department of ----- is organizing a conference/workshop/seminar/FDP on <dates> with following details:

1. **THEME OF THE CONFERENCE/SEMINAR/WORKSHOP/FDP.....**
2. **ORGANIZING DEPARTMENT.....**
3. **PROPOSED DATES.....**
4. **VENUE.....**
5. **EXPECTED NUMBER OF PARTICIPANTS.....**
6. **JUSTIFICATION FOR ORGANISING THE PROPOSED PROGRAMME (attach as Annexure I)**
7. **OTHER SPONSORING/SUPPORING ORGANIZATION (IF ANY)**
8. **PAST EXPERIENCE IN ORGANIZING THE SIMILIAR EVENTS.....**
9. **Attcah list of Tentative speakers as Annexure II**
10. **Attach An abstract and differerent subthemes to be covered during event(Attach as Annexure III)**
11. **Attach detailed schedule as Annexure IV**

12. DETAILED BUDGET INDICATING AMOUNT TO BE INCURRED (SHOWN IN FOLLOWING TABLE):

| SR. NO. | PARTICULARS | ESTIMATED AMOUNT (in Rs.) |
|--------------|--|---------------------------|
| 1. | Honorarium to experts | |
| 2. | Travel (train/taxi) | |
| 3. | Accomodation | |
| 4. | Tea (No. of Days) x (No. of Participants) | |
| 5. | High tea (No. of Days) x (No. of Participants) | |
| 6. | Lunch (No. of Days) x (No. of Participants) | |
| 7. | Dinner (No. of Days) x (No. of Participants) | |
| 8. | Banner | |
| 9. | Mementos | |
| 10. | Bouquets | |
| 11. | Sound system | |
| 12. | Miscellaneous expenses (Attach separate sheet) | |
| 13. | Contingencies (Attach separate sheet) | |
| | | |
| TOTAL | | |

The total estimated amount is(in words)

Submitted for kind approval.

Signature.....
Name of Organizer/Coordinator:.....
Department:.....