

ASSAM UNIVERSITY: SILCHAR

**Application for Seeking Financial Assistance from the University for Organizing
Conference, Seminar, Workshop Etc**

1. Department/ Branch Proposing to Organize an Academic Event:
2. Type of the Event : Conference/Seminar/Workshop/Symposium
3. Level of the Event : International/National/Regional
4. Theme of the Event:.....
5. Venue of the Event:.....
6. Dates of the Event:.....
7. Name, Designation & Address of
 - (i) Organizing Secretary/ Convener/ Coordinator:.....
.....E-mail:.....Contact No.....
 - (ii) Name of Co-convener/ Coordinator:.....
.....E-mail:.....Contact No.....
8. Collaborator(s), if any:.....
9. Nature of Collaboration:.....
.....
10. Academic Events Organized by the Department/ Branch in the Current Financial Year

Sl No.	Level of Event Organized- National / International	Dates during Which Event Held	Collaborator(s)	Sponsored by	Source of Fund	Amount of Financial Support Availed from the University (in Rs)
1						
2						
3						

11. Financial Assistance Sought by Applicant for the Event to be Organized

Sl No.	Item of Expenditure	Amount of Expenditure (in Rs)
1	TA for Resource Persons	
2	Logistics	
3	Accommodation	
4	Lodging	
5	Any Other	
6	TOTAL	

In words: Rupees.....

12. Financial Assistance Received from Other Sources

Sl No.	Name & Address of Funding Agency	Amount of Financial Assistance (in Rs)
1		
2		
3		
4	TOTAL	

13. No. of Participants Expected in the Event:.....

DECLARATION

This is to declare that:

1. The department hasn't availed financial assistance for organizing international/national/ regional event in the financial year, for which the application is to be considered.
2. The department has availed financial assistance for organizing international/national/ regional event in the current financial year; however, the application may be considered if fund remains unutilized at the year end.
3. In case the assistance is not utilized the department/ branch will inform the Vice Chancellor immediately.

Signature of the Head
Date:

Signature of the Applicant
Date:

FOR OFFICIAL USE

Forwarding of the Head of the Department

Signature of the Head of the Department
with Date & Seal

No.

Date:

Forwarding of the Dean

Signature of the Dean of the School
with Date & Seal

NOTE: Application must be submitted along with a copy of (1) the brochure/ concept note of the event, (2) organizing committee and (3) tentative programme schedule.

Submitted to Hon'ble Vice Chancellor