

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

Neelakudi, Thiruvarur- 610 101.

■:94890-54270, □: 04366 - 277261

CUTN-11(33)/2016-Acad

July 14, 2016

CIRCULAR

Sub: Format for conduct of Seminar / Workshop / Conference, etc.

It is hereby informed that requests of Departments seeking approval and financial assistance for conduct of Seminars/Workshop/Conference shall be submitted in the enclosed format with the minutes of Department meeting.

All faculty members are requested to comply with the above procedure.

Copy to:

1. All Heads of Departments

2. All Faculty members

3. PS to VC

4. PA to Registrar

5. PA to Finance Officer

6. Website

Controller of Examinations

डा. आ. रघुपति Dr. A. Ragupathy परीक्षा नियंत्रक

Controller of Examinations ामिलनाई केन्द्रीय विश्वविद्यालय Central University of Tamil Nada विरुवाकर/Thiruvarur—610 101



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009के अंतर्गत स्थापित) CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्क्डी परिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry,

तिरुवारूर/Thiruvarur - 610 101 Tamil Nadu, INDIA

Financial Assistance for the conduct of Seminar / Workshop / Conference, ect.,

1.	Department	:		
2.	Name of the event	:		

3. Dates & Duration :

4. Name of the Organiser :

5. Details of earlier events conducted by the Department with financial assistance from University during the academic year _____.

S.No	Details	Duration	Amount sanctioned	Name of the Organiser
1				
2				
3				
4				
5				

Es	timate	for	the	pro	posed	event	:
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Sl.No.	Nature of expenditure	Budget	Remarks
	то	TAL	

7.	Support generated from	n other agencies:
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a) Name of the agency & Amount

8. Amount requested from CUTN*

Head / Head (I/c)

Date:

PS:

- 1. Department meeting to be conducted under the chairmanship of Head of the Department and the minutes of the meeting to be attached together with the request.
- 2. In case of faculty who have not attended the meeting for certain reasons may be given leave of absence but still they should be circulated with information regarding the event for their participation on the day of the event.

^{*} CUTN may support events depending upon availability of funds from time to time.