

# Central University of Tamil Nadu, Thiruvarur

## Proposal for Financial Assistance for conducting Seminar / Workshop / Conference

a) Name of the School:	
b) Name of the Department:	
c) Name of the Coordinator/Organiser:	
d) Name/Title of the proposed Seminar / Workshop / Conference:	
e) Purpose of the proposed Seminar / Workshop / Conference:	
f) Date(s) & Duration of the proposed Seminar / Workshop / Conference:	
g) Name of the Collaborator and financial support details, if any:	

h) Details of earlier events conducted by the Department during the academic year \_\_\_\_\_

Sl. No.	Name of the Seminar/Workshop/Conference	Date (s)	Name of the Coordinator / Organiser	Financial Support availed from CUTN (Rs.)

i) Estimated Budget for the proposed Seminar/Workshop/Conference:

S.No.	Particulars	Unit / Day Rate	No. of days	Unit/ No. of Persons	Amount	Remarks
<b>A)</b>	<b>Travel</b>					
1	<i>Travel for Resource Persons/Experts (to and fro)</i>					
	- Air Travel					
	- Train Travel					
	- Travel by Car/Taxi					
2	<i>Travel for Participants, if any (to and fro)</i>					
	- Train / Bus Travel					
3	<i>Local Conveyance for Resource Persons/Experts and Participants</i>					
	- Car/Taxi (University Car or Hired Taxi)					
	<b>Total (Travel)</b>					

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<b>B)</b>	<b>Accommodation</b>					
1	<i>Accommodation for Resource Persons / Experts</i>					
	- University Guest House					
	- Hotel Accommodation					
2	<i>Accommodation for Participants</i>					
	- University Guest House					
	- Hotel Accommodation					
	<b>Total (Accommodation)</b>					
<b>C)</b>	<b>Honorarium</b>					
1	Honorarium for Resource Persons / Experts					
	<b>Total (Honorarium)</b>					
<b>D)</b>	<b>Food &amp; Refreshments</b>					
1	Working Lunch & Refreshments					
2	Event Dinner, if any					
	<b>Total (Food &amp; Refreshments)</b>					
<b>E)</b>	<b>Seminar/Workshop/Conference Kit</b>					
1	Seminar /Workshop/Conference Kit					
2	Memento for Resource Persons/External Experts					
	<b>Total (Kit)</b>					
<b>F)</b>	<b>Venue Arrangements</b>					
1	Rent of Hall /Venue, if any					
2	Hiring of Table & Chairs (___ Tables + ___ Chairs)					
3	Stage Arrangement including flowers & banners					
	<b>Total (Venue)</b>					
<b>G)</b>	<b>Miscellaneous</b>					
1	Contingency					
	<b>Total Expenditure (A to G)</b>					
	<b>Less: Receipts</b>					
	- Participation Fee to be collected					
	- Sponsorships					
	- Share from the Collaborators					
	<b>Total (Receipts)</b>					
	<b>Financial Assistance required / Shortfall</b>					

Date:

Signature of Coordinator / Organiser

Recommendation of HOD:

Signature of HOD

Signature of Dean of School

Forwarded to Academic Section