



Proforma for submission of proposal under the scheme

SEMINAR, SYMPOSIUM AND WORKSHOP GRANT

The scheme provides financial assistance to institutions for organizing Symposium / Conference / Seminar / Workshop at National and International level in various fields of Technical Education. The Scheme intends to promote high standards in Technical Education by way of extending opportunities to the academicians and working professionals by providing a forum for sharing their knowledge, experiences, innovations and inventions. Preference shall be given to topics of interdisciplinary nature, emerging and thrust areas in Technical Education.

In case of registered professional society etc., the proposals would be considered provided the Organizer involves any University or Technical Education Institute, since AICTE can place funds only at the disposal of Technical Education Institutions, Colleges or Universities.

Name of the Institute			
Address			
Contact details	Email	FAX	Telephone
Permanent Id of the Institute	This Id is available on AICTE web portal		
Application Id	Unique application Id as assigned to your application on web portal. See important note on the last page of this proforma.		

Technical Field of proposal

Title of proposal - Seminar / Symposium / Workshop Title

Add rows as required

Abstract

Add rows as required

Objective and Level of activity (Regional / National / International) and target audience

Add rows as required



Project Impact -Expected outcome - academic / social / commercial

Add rows as required

Programme details

Date	Time	Activity	Venue	Infrastructural requirements and availability
		Lecture by / Demonstration / Industry visit / Poster presentation/ other		

Add rows as required

Eminent personalities expected to participate

Name	Designation	Organization	Activity
			Keynote address / Chairing sessions / Speaker / Advisors / Reviewers / Sponsorer

Add rows as required

Profile of collaborating/participating Industry/s or professional body or other organisation/s, if any.

Name	Address	Website	Contact person , designation, email	Role ^s in collaborating/participating	Financial commitment [#] in Rs.
Total Rs.					

^sMention role of Industry/organisation.

Add rows as required..

[#]Attach copy of letters received from participating industry showing intent / financial commitment etc.

Similar event organized by the Institute earlier, if any.

Title of the activity	Subject	Date from- to (Latest first)	Level (Regional / National / International)	Name of by external body involved, if any	Grant by AICTE, Rs.

Add rows as required..



Budget Estimates

Head of expenditure	Anticipated expenditure	Budget by parent organisation	External Sponsorships	Assistance requested from Council
Stationery, printing, Pre-event expenditure etc.				
Travel, Stay and DA				
Total [#]				

[#]Amount sanctioned is reimbursed after receiving the relevant documents.

Details of Project Coordinator

Name			
Exact designation		Date of joining	
Appointment Type		Scale of Appointment	
Department			
Qualifications	UG	PG	PhD
Experience in years	Teaching	Industry	Research
Relevant experience	Attach separately as needed		
Other information	Give any other information that will help in accepting /funding this project		
Cell number			
Email			
Signature			

Details of earlier grants awarded to the Institute (Give details of grants received in last three years)

Scheme	Name of the coordinator	Amt sanctioned		Sanctioned letter details	Funds Utilisation position as on today	Utilisation Certificate details/ Reason for non- submission of Utilisation Certificate
		NR	R			

Add rows as required



By signing this certificate, I/We undertake to

- ☒ Abide by all the rules / regulations regarding utilization of amount that may be granted to the Institute.
- ☒ Submit timely progress reports about grant utilization.
- ☒ Submit utilization certificate duly authenticated by CA on/before project period is over.
- ☒ Return full/partial unutilized grant amount to the Council.

Project forwarded to AICTE

Signature of Head of the Institution

Date :

Institute Seal

Important : You need to apply on web portal using your Institute login and password. Select tab "RID application". Press "New" to create new application. Your application is assigned **unique application Id**. Fill all the details over there. **Prepare application in this proforma also**. Attach PDF of it to the application on web portal. Now press "submit" on web portal to submit application. Pay processing fees on web portal using appropriate payment option.

For office use only:

	NR	R	R	R	R	R	R
	Equip purchase	AMC	Consumables	Salary	Fellowship	Travel, Stay & DA	Ptg& Stationery / office Exp
SEM	-	-	-	-	-	Y	Y