**Deptt./School ………………………….**

**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA**

**Letter No. Dated :**

**Proposal for organizing FDP/STC/STTP/Conference/Workshop/Symposium/ Seminar/Expert Lecture**

|  |  |  |
| --- | --- | --- |
|  | Name of the Activity |  |
|  | Proposed Title of Activity |  |
|  | Date(s) and Venue  |  |
|  | Name of collaborating Institute/ Industry/Organization/Professional Body |  |
|  | Infrastructure requirements from Institute  |  |
|  | Name(s) of Sponsoring Organisation (if any) |  |
|  | Name(s) of Organisting Committee |  |
|  | Name(s) of Advisory committee (National / International) (for Conference) |  |
|  | Justification/need and outcome of the activity (about 100 words max.) |  |
|  | Facilities available in Deptt. |  |
|  | Expert Lecture : Name of Topic, Name of resource person along with brief resume |  |
|  | Expected No. of participants |  |
|  | Proposed head of expenditureEstimated expenditure | TEQIP - III / Any other source |

Details of past event/activity organized in current academic year by the Deptt./School

…………………………………………………………………………………………

 Proposal recommended by DAC/SAC vide letter no. ………………dated …………...

 Tentative Brochure attached : Yes

The proposal conform the Institute Guidelines

Sig. of Coordinator(s)/Organising Secretary(s) Signature of HOD/Coordinator

 Funds under IDF/TEQIP-III/are **Available / Not available**

Date: .................................. **DeputyRegistrar(Accounts)**

Specific Recommendations

 Dean (FW)/TEQIP-III Coordinator

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 Approved Not approved

 Registrar

Director