

مولانا آزاد نیشنل اردو یونیورسٹی  
**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
*(A Central University established by an Act of Parliament in the year 1998)*



**Accredited 'A' Grade by NAAC**

**APPLICATION FOR SANCTION OF GRANT FOR CONDUCTING WORKSHOP  
 CONFERENCES/SEMINAR/SYMPOSIUM (Under Plan/Non-Plan Grants)**  
 (To be submitted 1 year in advance for International and 6 months in advance for National Event)

Tick the appropriate box or strike out the inappropriate boxes

1.	<b>ACTIVITY</b>	Seminar	Symposium	Conference	Workshop
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2.	<b>GEOGRAPHICAL COVERAGE</b>	Regional	National	International
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3.	<b>ORGANIZING DEPARTMENT / SCHOOL</b>	
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4.	<b>THEME / TITLE OF THE EVENT</b>	
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5.	<b>DATES</b>	From		To	
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6.	<b>DETAILS OF ORGANIZER</b>	
a.	Name,	
b.	Employee ID #,	
c.	Email ID	
d.	Contact #	
e.	Department	
f.	Designation of Organizing Secretary	

7.	<b>DETAILS OF ANTICIPATED PARTICIPANTS IN THE EVENT:</b>					
a.	No. of Foreign Scientists / Resource Persons (Invited Speakers):					
b.	No. of Foreign Scientists / Delegates (Others)					
c.	No. of Indian Scientists / Resource Persons (Invited Speakers):					
d.	No. of Indian Scientists / Delegates (Others):					
e.	No. of Scientists to whom TA/DA being offered	<table border="1"> <tr> <td>Foreign</td> <td></td> </tr> <tr> <td>Indian</td> <td></td> </tr> </table>	Foreign		Indian	
Foreign						
Indian						

<b>8. BRIEF STATEMENT OF OBJECTIVE OF THE EVENT (Conference / Seminar / Symposia / Workshop) HIGHLIGHTING ITS BENEFIT TO THE DEPARTMENT/SCHOOL/UNIVERSITY ** (Separate Notes to be Attached)</b>	
a.	Are collaborations are expected to result from conduct of the Event? <span style="float: right;">Yes / No</span>
b.	Do you expect to receive project funding as a result of conducting the Event? <span style="float: right;">Yes / No</span>
c.	Is the Event (Conference / Seminar / Symposia / Workshop) expected to benefit?
	First Degree Students: <span style="float: right;">Yes / No</span>
	Higher Degree Students: <span style="float: right;">Yes / No</span>
	Research Scholars: <span style="float: right;">Yes / No</span>
	Faculty Members: <span style="float: right;">Yes / No</span>
d.	Is this Event is Organized / Held Annually? <span style="float: right;">Yes / No</span>
e.	Is this Event is Jointly Organized with Any Other Agency? <span style="float: right;">Yes / No</span>
f.	If Yes, Provide the Details of Agency
g.	Other (Please specify)

<b>9. DETAILS OF EVENTS CONDUCTED BY THE ORGANISING BODY IN THE PAST 5 YRS:</b>			
No.	Dates of the conference	Title / Theme of the Conference / Seminar / Symposia / Workshop etc.,	Amount Sanctioned (In Rs.)
1)			
2)			
3)			
4)			
5)			

<b>10. DETAILS OF PAST EVENTS ORGANISED ON THE PROPOSED TOPIC IN INDIA:</b>			
No.	TITLE / THEME OF THE EVENT	DATE (S)	VENUE
1)			
2)			
3)			

<b>11.</b>	<b>BROAD DETAILS OF ESTIMATED EXPENDITURE:</b>	<b>Amount in Rs.</b>
a.	TA/DA for Scientists/Resource Persons	
b.	Pre-conference Printing (Announcements, Abstracts, etc.)	
c.	Publication of Proceedings	
d.	Stationery	
e.	Secretarial Assistance	
f.	Local Hospitality	
g.	Misc.	
	Grand Total Rs.	
<b>12.</b>	<b>DETAILS OF ANTICIPATED RECEIPTS/ INCOME:</b>	
	Sources	Amount in Rs.
a.	By Registration:	
b.	By Advertisement/Sponsorship:	
c.	Contribution by society/other funding agencies:	
d.	University Contribution	
	Grand Total Rs.	

### CERTIFICATION

I shall submit the audited accounts of the total expenditure within 45 - 90 days of the completion of the programme.

Signature of Applicant (Co-ordinator / Organising Secretary)

Signature of Head of the Department

Signature of the Dean:

Date :

Place:

**\*\*Along with this, submit a brief proposal containing title, objective, areas/topics to be covered, expected participants and research persons, benefit of conducting the program, budget (expected income & expenditure) and benefit/expected outcomes.**