# UNIVERSITY OF DELHI

**PROFORMA FOR SEEKING ACADEMIC APPROVAL AND FINANCIAL ASSISTANCE FOR HOLDING CONFERENCE/WORKSHOP/SEMINAR/SYMPOSIA**

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INSTRUCTIONS:

1. All parts of the Proforma have to be submitted to the Chairperson, Research Council from where they will be routed to the Finance Officer. The first part is for Academic approval from the Research Council. If the conference is found academically competent, the Proforma is forwarded to the Finance Officer.

2. The Proforma for financial assistance has three parts. Part I of the Proforma is to be submitted for initial approval of conference support. If approved, funding request will be sent to Finance Officer. Part II of the Proforma is to be submitted at least 15 days before the Conference with a copy to Finance Branch III for the release of the advance amount (half of the sanctioned amount). Part III of the Proforma is to be submitted immediately after the Conference.

3. After the approval of the financial assistance, the University Account Number for receiving all moneys including sponsorship will be intimated to the organizer/department.

4. All amounts receivable for registration and sponsorship are to be credited by cheques in favour of the 'Registrar, University of Delhi'. Cash transactions are to be avoided.

5. The amount sanctioned by the University of Delhi should not be utilized to pay the airfare of foreign delegates or similar expenses. It may be used for venue booking, local hospitality, guest house booking, publication etc.

6. After the Conference and submission of Part III of the Proforma along with the Utilization report, the balance amount of the grant approved by the university will be released.

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# **Proforma for Academic approval**

Name of organising Department/ College/ Institute/ Centre & address:

Title of the Conference, Venue and proposed dates

Whether the Conference is International/National/Local

Proposed Conference co-ordinator's name and contact details

Concept Note

Significance of the topic

Impact on subject area

Expected Outcome in the form of curriculum support, publications, e-post, any other

**APPROVED/NOT APPROVED**

# Proforma for Financial assistance

## Part I

### (To be submitted at least 3 months in advance of the holding of the event).

1.           Name of organising Department/ College/ Institute/ Centre & address:

2.           Title of the Conference, Venue and proposed dates

3.           Whether the Conference is International/National/Local

4.           Proposed Conference co-ordinator's name and contact details

5.           Proposed Budget (Detailed Budgetary heads to be provided). Attach.

6.           If funding is requested from the University of Delhi, the amount & purpose.

7.           Other expected sources of funding. Attach documentary proof.

8.           Collaborating agencies if any.

9.           Total no. of speakers and participants expected.

10.          Names and affiliations of confirmed speakers. Attach.

11.          Registration Fee: Indian……Foreign………Mode of Payment…………

12.          Is this an annual/periodic event in the Dept/Institute/ Centre? If yes, attach brief report of the last event including funding from all sources and expenditure details. List any pending clearances from the event.

13.          List conferences held by the Dept in the last 3 years with dates & names of Co-ordinators.

14.          Relevance of the Conference and benefits to the students.

15.          Information for DU website ([www.du.ac.in](www.du.ac.in)): Attach

16.          Any other information to be considered

*I certify that the above information in the CONFERENCE APPLICATION FORM is correct to the best of my knowledge. I agree to abide by the rules of the conference facility.I undertake to submit to the University a report (500 words) and detailed "receipt and expenditure statement" in respect of the conference within one month of the completion of the event. The Conference co-ordinator will be personally responsible for financial propriety as per rules.*

**Signature of (Conference co-ordinator)**

**Signature: Head of Department/ College/ Institute/ Centre**

**Date:**

**FILE NO. & CODE**

## Proforma for Financial assistance

## Part II

### (To be submitted at least 15 days before the start of the Conference)

1. Conference details (Name, dates, venue, organizing department):
2. List of foreign nationals attending the event with passport details: (GOI clearance is required for foreign nationals. It will be the responsibility of the Department to obtain clearances from MHRD, MEA, MHA, Delhi Govt., others, as per GOI rules). Attach.
3. Names of Chief Guest & other speakers
4. Confirmed number of participants
5. Detailed programme. Attach.
6. Financial support approved   from Delhi University.
7. Financial support  received from other sources (cheque number, registration, others)
8. Final budget.  Attach.
9. University Account number for receiving financial support:

*I certify that the above information in the CONFERENCE APPLICATION FORM is correct to the best of my knowledge. I agree to abide by the rules of the conference facility.I undertake to submit to the University a report (500 words) and detailed "receipt and expenditure statement" in respect of the conference within one month of the completion of the event.  The Conference co-ordinator will be personally responsible for financial propriety as per rules.*

**Signature of (Conference co-ordinator)**

**Signature: Head of Department/ College/ Institute/ Centre**        **Date:**

## Proforma for Financial assistance

## Part III

## (To be submitted after the event, and certainly within one month)

1. Name of Conference details (Name, dates, venue, organizing department):
2. Brief report about the event along with some pictures. Attach
3. Amount approved by DU along with Sanction letter no.
4. Amount approved and utilized from other sources
5. Utilization Certificate for the Conference. Attach details with bills
6. Unspent Balance, if any

*Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that the money was actually utilised for the purpose for which it was sanctioned.*

**Signature of (Conference co-ordinator)**

**Signature: Head of Department/ College/ Institute/ Centre**        **Date:**