

DEPARTMENT OF SCIENCE & TECHNOLOGY
(SERC DIVISION)

Proforma for application for holding National/International Seminar/Symposia/Conference/Workshop on subjects related to “Science and Technology”
(To be submitted at least 3 months in advance of the holding of the event).

INSTRUCTIONS:-

1. Restrict yourself to limits of characters wherever shown within bracket against each item. Do not leave any item blank.
2. (1) Enclosures required pertaining to the event (Please tick below accordingly).
 - (a) List of International/National/Local organizing Committees.
 - (b) Key-note speakers List.
 - (c) Brochures/Information Booklets/Copy of Announcement.
 - (d) Detail Technical Programme giving details of technical sessions and their Chairmen
etc.
 - (e) The action plan for implementation of Recommendation of the event should also be discussed.
 - (f) List of foreigners attending the event thereby clearly mentioning their Nationality,
Name, Parentage, date& place of birth, passport and permanent addresses;
2. (11) Events being organized by Registered Societies in addition to 2 (1) above must also enclose the following documents:-
 - (a) Local Chapters of the Society if not registered seperately should submit their application only through their registered body. (Grants, if approved, will be released only in favour of main Society).
 - (b) Registration Certificate of Society;
 - (c) Memorandum of Association & Bye-Laws;
 - (d) Audited Statement of Accounts of the Society for previous three years.
 - (e) Latest Annual Report along with Society’s elected members’ list.
 - (f) Audited Income & Expenditure Statement and Utilization Certificates in respect of the grants received from DST during previous three financial years.

P. T. O

2. (111) Events being organized by private Colleges including Pvt. Medical & Engg. Colleges in addition to 2 (1) above must also enclose the following documents:-

- (a) Letter of Affiliation/recognition thus obtained from regulatory bodies vis., UGC, AICTE, Central / State Universities;
- (b) A Resolution passed by the Governing Council thereby authorising the Head of the Institution to receive the financial assistance from DST.
- (c) Audited Income & Expenditure Statement and Utilisation Certificates in respects of the grants received from DST during previous three financial years.

3. The application has to be submitted duly counter-signed by Head of the Institution (in case of the Central / State Institutions, Laboratories, Universities & Colleges) OR President/Secretary (in case of the registered Societies).
INCOMPLETE AND APPLILCATION NOT SIGNED BY THE HEAD OF INSTITUTIONS OR PRESIDENT / SECRETARY OF THE REGISTERED SOCIETIES WILL NO BE ENTERTAINED.

4. Please send the completed form along with the above-mentioned documents to SERC Division (Seminar/Symposia Scheme), Dept. of Science & Technology, Technology Bhavan, New Meharauli Road, New Delhi-110016.

**DEPARTMENT OF SCIENCE & TECHNOLOGY
(SERC DIVISION)**

(PLEASE TICK OUT THE APPROPRIATE ITEM)

1. ACTIVITY Seminar Symposium Conference Workshop

2. GEOGRAPHICAL COVERAGE Regional National International

3. SUBJECT AREAS Life Sciences Chemical Sciences Physical Sciences Engg. Sciences Others

4. NAME OF CONFERENCE -----

-

5. DATES From To

6. VENUE

7. NAME AND ADDRESS OF ORGANISING INSTITUTION/COLLEGE/SOCIETY

Institute Name:

Department:

Address:

PIN:

8. STATUS OF ORGANISING INSTITUTE Professional Body . State Govt. Registered Society
 Pvt. Industry Pvt. College University

NAME & -----
ADDRESS -----
9. OF
CONTACT
PERSON

DESIGNATION OF OFFICIAL IN WHOSE FAVOUR DEMAND
10. DRAFT/CHEQUE TO BE ISSUED (GRANTS WILL BE RELEASED ONLY IN
FAVOUR OF HEAD OF INSTITUTION OR SOCIETY) :

11. BROAD DETAILS OF ESTIMATED EXPENDITURE: (In Rupees)

- a. TA/DA for Young Scientists (Indian)
- b. TA/DA for Senior Scientists (Indian)
- c. Pre-conference printing (Announcements, abstracts, etc.)
- d. Publication of Proceedings
- e. Stationery
- f. Secretarial Assistance
- g. Local Hospitality
- h. Misc.

Grand Total Rs.

(Note: Grants if approved are released only to Items (a) to (d) by DST).

12. ESTIMATES OF PROCEEDINGS:

Will the proceedings be priced?

No. of pages & copies to printed :

Approximate price of proceedings (Rs.) :

Estimated cost of printing (Rs.) :

Estimated income from sale of proceedings
(Rs.) :

13. DETAILS OF INCOME:

Sources	Amount requested	Amount committed or received	Items for which grant requested
A. FROM: OTHER		FUNDING	AGENCIES

(a)

(b)

(c)

(d)

B.

(a) By Registration:

(b) By Advertisement:

(c) Contribution by society/Institute:

Total:

14. FINANCIAL ASSISTANCE REQUIRED FROM DST FOR THIS CONFERENCE

Specific items of expenditure

Amount(Rs.)

(a)

(b)

(c)

(d)

-----Total

15. DETAILS OF PREVIOUS GRANT RECEIVED BY ORGANISING
INSTITUTE, UNIVERSITY, COLLEGE,
SOCIETY FROM DST IN PAST:

DST Sanction No. & Date	Name of Activity (Seminar/conference/Pub. o. Journal etc.)	Amount Sanctioned (Rs.)	Please enclose the copy of UC furnished to DST
-------------------------------	--	----------------------------	--

- 1.
- 2.
- 3.

16. DETAILS OF PARTICIPANTS IN THE EVENT:

- A. No Of foreign Young Scientists :
- B. No Of foreign Scientists:
- C. No Of Indian Young Scientists:
- D. No Of Indian Scientists:
- E. No of Indian Scientists to whom TA/DA being offered :
Young Scientists:
Senior Scientists:

17. IN CASE OF INTERNATIONAL CONFERENCE KINDLY GIVE RESOURCES
FOR INTERNATIONAL TRAVEL AND LOCAL HOSPITALITY:

18. IN CASE OF FOREIGN SCIENTIST ARE BEING INVITED INDICATE
WHETHER CLERANCE FOR
THEIR PARTICIPATION HAS BEEN
OBTAINED FROM:

Received Applied

- a. Administrative Ministry Of The Organiser

- b. Externals Affairs Ministry
- c. Home Affairs Ministry

BRIEF STATEMENT OF OBJECTIVE OF SEMINAR HIGHLIGHTING ITS
19. IMPORTANCE IN NATIONAL CONTEXT (SEPARATE NOTES TO BE
ATTACHED)

- a. Review state of art
- b. Formulate specific programme of action
- c. Bring out the proceedings/papers in the subject
- d. Other (Please specify)

IS THIS SEMINAR HELD ANNUALLY? IF YES, PLEASE GIVE A BRIEF STATEMENT
20. ON THE FOLLOW - UP OF THE RECOMMENDATIONS OF THE SEMINAR HELD IN
PAST 3 YEARS

21. DETAILS OF PAST EVENTS ORGANISED ON THE PROPOSED TOPIC IN INDIA.
INDICATE TITLE, DATE, VENUE & BRIEF DETAILS

Signature of applicant/Organising
secretary

Signature of Head of
Institution OR President/
Secretary of Society

Place :

Date :