

**SRI VENKATESWARA COLLEGE**  
**UNIVERSITY OF DELHI**  
**BENITO JUAREZ MARG, DHAULA KUAN NEW DELHI-21**

Date:

PLEASE TICK (✓) THE APPROPRIATE ITEM

1. ACTIVITY                      Conference /Workshop /Seminar /Departmental Festival
2. GEOGRAPHICAL COVERAGE    College level/ State Level/ National /International
3. Name/Title of Conference /Workshop/ Seminar:

\_\_\_\_\_

4. Dates from -----to----- and Total no. of Days:

5. VENUE:

(Requirement of Table, Chairs, Mike & Sound System, Projectors, Inauguration Lamp etc to be mentioned clearly)

6. Department(s) :.....

7. NAME & DESIGNATION OF CONVENOR/ ORGANISING SECRETARY/TEACHER IN CHARGE:

.....  
.....

8. Source of Fund and estimated expenditure (In Rupees)

(Budget to be prepared in consultation with Accounts Section)

9. DETAILED PROPOSAL OF THE ACTIVITY

A. Title of the activity:

B Target audience/ participants with expected number:

(List of outside participants to be provided, along with requirement of Vehicle Passes, if any)

C. Details of Sessions/ Topic/ Theme

D. Technical Session and names of Resource Persons with their institutions

E. Expected outcome:

10. In case the College is hosting Annual Conference of academic

Association/academic body or collaborating with any other association/ body/

Institution, please attach document.

### **UNDERTAKING**

I hereby undertake to state that the above mentioned seminar is a non-political activity.

This platform shall not be used to disseminate personal views of the speakers on academic/administrative policies of the College/University/UGC/Ministry or any other sensitive matters.

Expenditure on account of Foods/Hospitality shall not exceed 20% of the Budget. Refreshment order should be placed with college canteen.

Food Stalls /other stall will not be allowed to be put up in lieu of sponsorship, tenting or decoration in front lawns, lobby, and college gates or on trees etc will not be done.

This seminar is being organized purely in the academic interest of the college/university.

Place:

Signature of Convener/Teacher In Charge

Date:

### **Remarks by the Principal**

Approved/Not Approved

All concerned to note for necessary action after Approval

a) PA to Principal

b) STA(Computer), ICT

c) Caretaker