

BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI

Format for submitting proposals for organizing Short term training courses/ Workshop/ Seminar/ Conference/ Pedagogical Training/FDP.

1. Title of the Proposed Program:
2. Details of Course Coordinator/ Convener/Organizing secretary:
 - Name:
 - Designation & Department:
 - Mobile No.:
 - Email ID:
3. Duration & dates of the proposed program:
4. Target audience and Expected No. of participants:
5. Mode of selection of participants:
6. Justification for organizing the proposed program:
 - a) Objective of the program:
 - b) Benefits to different stakeholders:
 - i. Institute and Organizing Department:
 - ii. Faculties of the Department:
 - iii. Research Scholars and Students:
7. Subject content (please specify date-wise schedule of lectures and /or practicals):
8. Had this type or similar program been organized earlier :

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9.A. Budgetary estimates for conducting the program:
(To be given on a realistic basis along with justification):

Sl.No.	Items	Amount (In Rs.)	Remarks
Expenses (please provide expected details)			
1	Domestic Travel by experts and key note address resource persons		
2	Hospitality/Accommodation		
3	Transport		
4	Stationery/photocopying		
7	Contingency		
8	Expenses on proceedings		
9	Proceedings/Abstract book/p		
10	Any other (specify)		
	Total		

9.B. Financial support/funds to be generated:

Sl.No.	Items	Amount (In Rs.)	Remarks
1.	Departmental Budget		
2.	Registration Fees		
3.	Support from funding agencies		
4.	Sponsorship		
5.	Any other source		

10.

Resource Personnel	Name, Designation & Address	Area of expertise
Internal faculty	1. 2. 3.	
Indian guest faculty	1. 2.	

11. Provide information regarding requirement of guest house or hostel or

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Hotel accommodation:

12. Other information, if any:

Signature of the Course Organizer

Date & Place

Signature & Name of Head of the department
with seal & date

Recommended/Not Recommended

Dean (Faculty Affairs)
Date:

Approved/Not Approved

Vice Chancellor