



FORM FOR APPROVAL TO ORGANIZE NATIONAL/INTERNATIONAL CONFERENCE, SEMINARS, SYMPOSIA AND WORKSHOPS

(To be filled in by the IITG Faculty)

1.	Name of the event:	Nature of the event : (Conference/Seminar/Workshop/Symposia/Others)		
2.	Duration of the event: From: To:	Organizing Dept./Centre:		
3	Chief Organizer:	Co-organizer:		
4	Estimated budget:	No. of forms attached:		
5	Any other event organized by the applicant during last three years (Yes/No), If Yes; Name & date of the event/s :			
6	Please furnish detailed information of Utilization/Settlement of funds (If applicant organized any event as mentioned in Sl. No.5) Yes (give details below)/No			
6.1	Funding Agencies	Sanction letter no. (Pl. attach copies)	Amt received	Settlement details (Pl. attach copies)
6.2				
6.3				
6.4				
6.5				
(Please attach separate sheet if space is limited)				
8.	Pl. see the link for steps to be taken by the organizer related to foreign participants for Ministry Approval:		http://intranet.iitg.ernet.in/nb/extrel/Notice-for-Organizing-International-Conference.pdf	

I/We undertake to submit the Utilization Certificate and audited statement of accounts for the funds received for this purpose within 60 days of completion of the event or receipt of fund whichever is earlier.

Note:

1. Please fill in the **FORM9.1** for opening bank a/c to transfer funds received from funding agencies.
2. The organizers are requested to submit the Form 22 along with this approval (Form 9) to the Establishment for the necessary bookings.

Signature with Date:

(Organizer)

(Co-organizer)

HoD/HoC

HoS(AER)

(Dealing Assistant)

Dean(AER)