

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

Proforma for application for grant 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. (I) Enclosures required pertaining to the event (Please tick below accordingly)
 - (a) List of International/National/Local Organising 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) Copies of clearance letters thus obtained from Nodal (Administrative), External and Home Affairs Ministries in respect of the foreign participants/delegates likely to attend the event.
2. (II) Events being organised by Registered Societies in addition to 2(I) above must also enclose the following documents:
 - (a) Local Chapters of the Society if not registered separately 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 alongwith Society's elected members' list.
 - (f) Audited Income & Expenditure Statement and Utilisation Certificates in respect of the grants received from DST during previous three financial years.
2. (III) Events being organised by Private Colleges including Pvt. Medical & Engg. Colleges in addition to 2(I) above must also enclose the following documents:-
 - (a) Letter of Affiliation/recognition thus obtained from regulatory bodies viz., 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 respect 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 APPLICATION NOT SIGNED BY THE HEAD OF INSTITUTIONS OR PRESIDENT/SECRETARY OF THE REGISTERED SOCIETIES WILL NOT BE ENTERTAINED.**
4. Please send the completed form alongwith the above-mentioned documents to SERC Division (Seminar/Symposia Scheme), Department of Science and Technology, Technology Bhavan, New Meharauli Road, New Delhi - 110016.

5.

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(PLEASE TICK OUT THE APPROPRIATE ITEM)

1. ACTIVITY Seminar Symposium Conference Workshop

2. GEOGRAPHICAL COVERAGE Regional National International

3. BROAD SUBJECT AREAS Life Sciences Chemical Sciences
 Physical Sc. Engg. Sc. 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 <input type="checkbox"/>	State Govt. <input type="checkbox"/>
	Registered Society <input type="checkbox"/>	Medical College <input type="checkbox"/>
	Pvt. Industry <input type="checkbox"/>	Pvt. College <input type="checkbox"/>
	University <input type="checkbox"/>	Others <input type="checkbox"/>

8. NAME & ADDRESS OF _____
CONTACT PERSON _____

10. DESIGNATION OF OFFICIAL EMPOWERED TO RECEIVED :

FINANCIAL GRANTS (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/received	Items for which grant requested
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A. FROM OTHER FUNDING AGENCIES:

- (A)
- (B)
- (C)
- (D)

B. (a) by Registration:

(b) By Advertisement:

(d) Contribution by Society/Institute:

Total:

14. FINANCIAL ASSISTANCE REQUIRED FORM 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/Conf. Journal etc.)	Pub.	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 : Young Scientists :
To whom TA/DA being offered Senior Scientists :

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

18. IN CASE OF FOREIGN SCIENTISTS ARE BEING INVITED INDICATED WHETHER CLEARANCE FOR THEIR PARTICIPATION HAS BEEN OBTAINED FROM : Received Applied

- a. Administrative Ministry of the organiser
b. External Affairs Ministry
c. Home Affairs Ministry

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

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

20. IS THIS SEMINAR HELD ANNUALLY? IF YES, PLEASE GIVE A BRIEF STATEMENT 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: