



Shri Mata Vaishno Devi University

Kakryal, Katra-182320 (J&K) INDIA

(A Statutory Technical University of J&K Legislature; recognized u/s 2(f) & 12(B) of UGC)

FORM NO. IRDU/07: FORM FOR ORGANIZING EVENTS

1.	School:					
2.	Programme Title:					
3.	Type: (Conference/ Workshop/Training Programme/ FDP/ Seminar/ Refresher Course/ Any other)					
4.	International/National/Regional:					
5.	Collaboration Details (If any):					
6.	Proposed dates of event:					
7.	Coordinator/ Convener:					
8.	Organizing Secretary:					
9.	Whether recommended by AAC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
10.	Proposed Chief Guest:	Inauguration	Valedictory			
11.	No. of Participants Expected (In case of conference, number of papers to be published/ presented should not exceed 50% from Participants with in the University)	Out station	University			
12.	Registration Fee for outstation participants	With Boarding and Lodging	Without Boarding and Lodging			
13.	No. of Resource persons:	Please attach list in enclosed format (Annexure 'A')				
14.	Budget:					
	S.No.	Details		Amount (Rs.)		
	i.	Estimated expenditure for resource persons:				
		Heads	TEQIP-III	Other Sponsoring Agency	University Funds	Remarks
		Honorarium				
		TA/ DA				
	Boarding and Lodging					
	Transport					



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	ii.	Estimated expenditure for participants:				
		Boarding and Lodging	NA			
		TA/ DA	NA			
	iii.	Proceeding Publications				
	iv.	Miscellaneous				
		Total				
15.	Facilities required from SMVDU		Facilities required with dates and numbers		Free on Availability (yes/ No)	Signature of concerned Section Head/Incharge/ Warden
			Date			
			To	From		
	a. Guest House (with no. of rooms)					
	b. Hostels (with no. of rooms)					
	c. Auditorium (with no. of rooms)					
	d. Lecture Theatres (with no. of rooms)					
e. Transport						
16.	Total Budget:		Rs.			
17.	Details of Funds to be generated (approx.): (Registration fee/ Sponsorship etc.)		Rs.			
18.	Funds Required		Rs.			
19.	Advance required		Rs.			
20.	Any other information:					

Signature of Organizing Secretary

Date: _____

Signature of Coordinator/ Convener

Date: _____

Recommended and forwarded by HoD

Date: _____

Forwarded to Finance Wing



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(This document should not be retained by any of the section for more than two working days, otherwise valid reasons are to be recorded before forwarding to the next concerned section)

A. Funds Availability Finance Wing _____

B. Funds Availability TEQIP-III _____

C. Forwarded to IRDU for processing:

Check list

i.	Minutes of ACC Enclosed:	Yes	No
ii.	List of Resource Persons	Yes	No
iii.	Draft Brochure	Yes	No

Remarks:

SO(IRDU) _____ AR(IRDU) _____

D. Forwarded to Dean (R&D)

Remarks:

Signatures _____ Date: _____

E. Orders of Hon'ble Vice Chancellor: Approved/ Not Approved _____

F. Forwarded to Registrar , for necessary action

G. AR(IRDU) for further necessary action

Note: Please refer the guidelines on the reserve regarding Norms for payment of honorarium to guests for Lecture/Seminar/ Workshop/ Meeting etc. under TEQIP-III



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Norms for payment of honorarium to guests for Lecture/Seminar/ Workshop/ Meeting etc. under TEQIP-III

These guidelines shall be applicable for paying honorarium to the Experts invited from institute/ industry for delivering lectures in Workshop/ Seminar or delivering key note address in conferences/ symposia or attending meetings of various statutory authorities like BoS, Examination Committee, Academic Council, BoG (Under UGC autonomous guidelines), Industry Consultation Committee etc.

1. **Persons from Institutions of National Importance (INIs), Industry Expert and institutions participating in TEQIP-III:Rs. 5000/- per day/ meeting**
2. **Persons from Non-TEQIP Institutions:**
 - a) Rs. 4000/- per day for Principal/Professor/Associate Professor
 - b) Rs. 3000/- Per day for Assistant Professor/ Contract faculty

Note:

- i. No honorarium is payable to the faculty/ Professor the activities (Lecture/Seminar/Workshop/meeting) of own institution.
- ii. No honorarium is payable to the faculty /person from Mentor/Mentee Institute for the activities under twinning arrangement. It supersedes the corresponding point 2.1a. i.iv (1.1 and 1.3 institutions) and point 2.2b bullet 2nd (ATUs) for internal faculty/ persons as given in the permissible and non-permissible expenditure



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Annexure 'A'

Details of resource person

S.No	Name of Resource Person	Designation	Affiliation University/ Industry with Address	Area of Interest	Nationality	Proposed Honorarium	Proposed TA/DA
1.							
2.							
3.							
4.							