Form for submitting proposals for

☐ Sponsored ☐ Conference ☐ Short-Term Course ☐ Workshop ☐ Symposium ☐ Seminar

1. Title: ____________________________________________________________

2. Name of the Organizer(s): ________________________________________

3. Proposed Period(s): From: ___________________ To: ____________________

4. Objective(s): ____________________________________________________

5. Likely number of participants:

6. Financial Sources:
   (i) Registration Fee: (a) Non IITK Faculty ___________ (b) IITK Faculty ___________
   (Course Fees + 18% GST) (b) Non IITK Students ___________ (d) IITK Students ___________
   e) Personnel from Industries/ R&D Organizations ___________
   (ii) Funding Agency (ies): __________________________________________
   (iii) Any other: ___________________________________________________

7. Number of rooms required in Visitors’ Hostel:

8. For Lecture Requirements: Expected no. of participants Date Time
   ☐ Class Room in Outreach Building CCE Office (capacity 40) ___________ ___________ ___________
   ☐ Seminar Room (Small) in PBCEC (capacity 36) ___________ ___________ ___________
   ☐ Conference Room in PBCEC (capacity 20) ___________ ___________ ___________
   ☐ Seminar Room (Big) Main Hall in PBCEC (capacity 64) ___________ ___________ ___________
   ☐ I. I. T. Outreach Centre at Noida (Sector 62) ___________ ___________ ___________

9. I understand that overheads @ 20% of the gross receipts is payable to CCE. (Signature of the Course/Workshop Coordinator with date)

10. Recommendation of the Head, CCE on the availability of rooms in VH
    (i) The required no. of ____ rooms are available and earmarked for the purpose
    (ii) There is only ____ no. of rooms available and the same are earmarked

    May please be approved,

    ___________________________    ___________________________
    (Head, CCE)                  APPROVED / NOT APPROVED

DEPUTY DIRECTOR