

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

PROPOSAL SUBMISSION FORM FOR ACADEMIC EVENTS

Type of Programme (Tick ✓ as applicable)

Date: _____

Seminar Conference Short-Term Course Workshop Symposium Internship

Other (please specify): _____

1.	Title of the Programme/Event			
2.	Name(s) of the Proposer(s)			
3.	Department(s) of the Proposer(s)			
4.	Nature of the Programme/Event			
5.	Proposed Duration	From: _____	To: _____	
6.	Theme/Objectives of the Programme (Briefly state the purpose and expected outcomes) <i>May use separate sheet, if required</i>			
7.	Expected Delegates Nos. Invited/Keynote Speakers/Persons			
8.	Expected Participants Nos.			
9.	Fund Management			
(i)	Name of the contact person for financial matters			
(ii)	Registration/Course Fees (course fee + 18% GST, wherever applicable)			
(iii)	Expected Amount from Registration in Rs.			
(iv)	Expected Amount from Sponsorship in Rs.			
(v)	Expected Expenditure in Rs.			
(vi)	Financial support as Refundable Seed Money required from the Institute (If yes? Mention the amount)			
	Non-IIITA Faculty:	₹ _____	IIITA Faculty:	₹ _____
	Non-IIITA Students:	₹ _____	IIITA Students:	₹ _____
	Personnel from Industry / R&D Organizations:	₹ _____		
(vii)	Whether submitting to any funding agency for financial assistance? Attach the details			
(viii)	Any Other Financial Source(s)			
Infrastructural Support Required				
10.	Event website on IIITA server (YES/NO) & Information on www.iiita.ac.in (YES/NO)	Web Address: _____ Start Date: _____ End Date: _____		
11.	Standard Registration Facility Required (YES/NO)	Chairs-4, Tables-2, Computer-1, Printer-1, A4 Paper-1 Ream, Pen-4, Stapler-1, Pencil, Eraser, Sharpner-1 each, Envelopes (Letter Size)-100		
12.	Lecture / Seminar Rooms			
13.	Room(s) and their type(s) in Visitor Hostel-1			

14.	Room(s) and their type(s) in Visitor Hostel-3	
15.	Institute Hostel(s) Boys/Girls Required?	
16.	Stage and Dias Arrangement Required?	Chairs: Placards: White Table Cloth: Flower Decoration: YES/NO Water Bottles: Tumblers: Lamp Arrangement: YES/NO
17.	Fooding in Institute Guest House Required? (If yes give the details)	Days: Average Lunches Per Day: Average Dinners Per Day: Average Breakfast Per Day:
18.	Audio Video Facility required?	Collar Mic(s): Cordless Table Mic(s): Laser Pointer(s): Projector(s): Audio with projector(s): Pen Drive (s): Audio-Video Recording: YES/NO Others:
19.	Institute Transport Facility Required (If Yes? give Details)	Days: Mini Cabs: Sedan (Indigo/Inova/Travera/Others): 4: Bus (AC/NON-AC):
20.	Manpower Requirement	Days: Skilled: Unskilled:
21.	Temporary Control room Facility Required?	
22.	Overhead Policy Declaration: (✓) <input type="checkbox"/> I am aware of and agree to comply with the New Overhead Policy applicable from 20 August 2025. (https://iitk.ac.in/oa/data/Overhead_Policy_OOA.pdf)	
Signature of Proposer(s) Signature of Contact Persons(s) Signature of HOD(s)* Signature Head (C-CEOP)* Conference/Workshop/Meeting/Seminar Organizing Committee*		
Dean – Academic Affairs, IIIT Allahabad*		
Dean – Research & Innovations Affairs, IIIT Allahabad*		

Dean – IT & Digital Infrastructure, IIIT Allahabad*

Dean – Planning & Development, IIIT Allahabad*

Director, IIIT Allahabad

* The indicated authorities are required to give recommendations/observations in their forwarding note. They may, also, indicate that their forwarding is not required, if so warranted

Note:

- (i) Copy of the duly signed academic form to be submitted before the commencement of the program in the office of C-CEOP*
- (ii) Completion report (format provided on C-CEOP) to be submitted after the completion of the program in the office of C-CEOP*
- (iii) Consumables and services will be provided on payment basis.*

Details to be provided in the completion report

1. Name of the academic program with web address
2. Dates
3. Names and designations of the organizers'
4. Funding Details
5. List of resource persons
6. List of participants
7. Total expenditure
8. Summary and Highlights of the event (250 -500) Words