



ALUMNI AFFAIRS AND EXTERNAL RELATIONS

1.	Name of the event:	Nature of the event : (Conference/Seminar/ Workshop/Symposia)		
2.	Duration of the event: From: To:	Organizing Dept./Centre:		
3	Chief Organizer:	Co-organizer:		
4	Estimated budget:	No. of forms attached:		
5	Sources of funds:			
5.1	Funding agencies	Fund requested		
5.2				
5.3				
5.4				
5.5				
5.6				
5.7				
5.8				
5.9				
Total amount				
6	Any other event organized by the applicant during last five years (Yes/No), If Yes; Name & date of the event/s :			
7	Please furnish detail information of Utilization/Settlement of funds (If applicant organized any event as mentioned in Sl. No.6) Yes (give details below)/No			
7.1	Funding Agencies	Sanction letter no. (Pl. attach copies)	Amt received	Settlement details (Pl. attach copies)
7.2				
7.3				
7.4				
7.5				
(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/visa matters:	http://shiloi.iitg.ernet.in/~er/clearance/Steps%20to%20be%20followed%20by%20organizer1.pdf		

1. Please fill in the **FORM9.1** for opening bank a/c to transfer funds received from funding agencies.
2. The organizer is requested to settle accounts/utilization within a stipulated time through AA&ER office by filling **FORM9.2** of AAER.

(Organizer)

(Co-organizer)