



Sreenivasa Institute of Technology and Management Studies
(An Autonomous Institution, Affiliated to JNTUA, Ananthapuramu)
Approved by AICTE, New Delhi
Dr.D.Audikesavulu Marg, Murukambattu, Chittoor-517127

**PROPOSAL TO ORGANIZE
CONFERENCE / STTP / FDP / SEMINAR / WORKSHOP / GUEST LECTURE**

Date:

Academic Year:

To
The Principal,
Sreenivasa Institute of Technology and Management Studies (SITAMS),
Chittoor.

Subject: Request for permission to organize _____ (Workshop/Seminar/
Guest lecture/ Conference etc.) -Reg.

Through: _____ Department in association with IQAC, SITAMS.

Respected Sir,

On behalf of _____ department, I would like to organize a
_____ (Workshop/ Seminar/ Symposium etc) on _____ (Title) for
_____ (Staffs/Students) of our institute; in this regard I request you grant permission
for conducting the program.

The details of event are:

Title of the event	:		
Organizing department	:		
Sponsored by	:		
Date(s) of the event	:		
No. of days / hours	:	Days:	Hours:
Time	:		
Overview of the event	:		
Objectives of the event	:		
Expected outcome(s) of the event	:		
Target group	:		
Registration fee	:		
Registration link in website	:		
Name (s) of speaker / Guest / Resource Person*	:		
Contact information of the coordinators	:		
Event Coordinator		HOD	
Remarks by the Principal:			
Approved / Not Approved		PRINCIPAL	

*Enclose profile of Speaker / Guest / Resource Person * Enclose Brouchure



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1. Budget Details

S.No	Item Description	Amount per person or Item in Rs. Total Amount in Rs. Remarks (If any)	Total Amount in Rs. Remarks (If any)	Remarks (If any)
1	Honorarium to the expert / speaker			
2	TA / DA & stay arrangements of the expert / speaker			
3	Hospitality to participants (Refreshment / lunch & high Tea)			
4	Printing, proceeding certificates / banner, etc.			
5	Photo and CD of the program for records			
6	Travel (if some visit is planned)			
7	Course material, stationery and consumables			
8	Any other			
TOTAL				
Resource Person Account Details:				

HOD

PRINCIPAL

1. Copy to Dean Academics
2. Copy to IQAC Cell
3. Copy to Establishment Section.