

UNIVERSITY OF KASHMIR

HAZRATBAL, SRINAGAR NAAC ACCREDITED A+

CIRCULAR

All the Deans/Heads/Directors/Coordinators of the Schools/ Departments/off-site Campuses/Centres shall henceforth submit proposals for conduct of Workshops/Seminars/Conferences etc. as per prescribed proforma only, annexed herewith.

> Joint Registrar Academic Affairs)

No: (Format-Workshop/Seminar/Conf)DAA/KU/24 Dated: 18-12-2024

Copy to:-

- 1. Dean, Academic Affairs, University of Kashmir;
- 2. Dean, Research, University of Kashmir, Srinagar,
- Dean, College Development Council, University of Kashmir,
 Deans of the Schools of University of Kashmir,
- 5. Heads of all Teaching Departments, University of Kashmir;

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- 6. Directors of various Research Centres/Institutes/campuses, University of Kashmir,
- 7. Controller of Examinations, Uneversity of Kashmir,
- 8. P.S. to Vice-Chancellor for kind information of the Vice-Chancellor, University of Kashmir, Srinagar,
- 9. Director, ITELSS, University of Kashmir;
- 10. P. A to Registrar for information of the Registrar,
- 11. File.

Annexure to Circular No: F(Format-Seminar/Workshop/Conf)DAA/KU/24



OFFICE OF THE DEAN ACADEMIC AFFAIRS UNIVERSITY OF KASHMIR

Hazratbal, Srinagar.

Format for Conducting Workshop/Seminar/Conference in the University

Title of the Workshop/Seminar/Conference National/International: Collaborative Partner (if any): Proposed Date: Duration: Venue:	
1. Introduction	
2. Objectives	
3. Target Audience	
1. Structure	
Inaugural Session	
Session 1: [Topic of Session 1]	
Session 2: [Topic of Session 2]	
Session 3: Practical Session/Workshops	
Interactive Discussions/Q&A.	
Closing Session	

Affiliation: Brief Background: Speaker (2) Name: Title: Affiliation: Brief Background: Speaker Background: Speaker Background: Speaker Background: Speaker Fees Item Speaker Fees Travel and Accommodation for Speakers Venue (Room, Equipment, etc.) Materials and Handouts Refreshments (Working Lunch) Miscellaneous Expenses Total Res. Vorkshop/Seminar/Conference held during the current session		(1) Name:			
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s. Departmental Committee	Recommendations
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ubmitted by:	
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Speaker Bios and Details	
Detailed Budget BreakdownDepartmental Committee Minutes	s/Pasammandations
Letter of Support from Dean of the	
. Dean of the School's Recommo	endations
Recommended by:	
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