



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.

18.12.2024
Joint Registrar
(Academic Affairs)

18.12

juice

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;
3. Dean, College Development Council, University of Kashmir;
4. Deans of the Schools of University of Kashmir;
5. Heads of all Teaching Departments, University of Kashmir;
6. Directors of various Research Centres/Institutes/campuses, University of Kashmir;
7. Controller of Examinations, University of Kashmir;
8. P.S. to Vice-Chancellor for kind information of the Vice-Chancellor; University of Kashmir, Srinagar;
9. Director, IT&SS, University of Kashmir;
10. P. A to Registrar for information of the Registrar;
11. File.



**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

4. 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 _____

5. Speakers and Resource Persons

Speaker (1) Name: _____

Title: _____

Affiliation: _____

Brief Background:

Speaker (2) Name: _____

Title: _____

Affiliation: _____

Brief Background:

6. Budget Estimate

The estimated budget for the proposal is as follows:

<u>Item</u>	<u>Estimated Cost (INR)</u>
• <i>Speaker Fees</i>	Rs. _____
• <i>Travel and Accommodation for Speakers</i>	Rs. _____
• <i>Venue (Room, Equipment, etc.)</i>	Rs. _____
• <i>Materials and Handouts</i>	Rs. _____
• <i>Refreshments (Working Lunch)</i>	Rs. _____
• <i>Miscellaneous Expenses</i>	Rs. _____
Total	Rs. _____

7. Workshop/Seminar/Conference held during the current session:

S. No.	Title	Date	Outcome

8. Departmental Committee Recommendations

Submitted by:

Name _____

Head Department of _____

Attachments:

- Speaker Bios and Details
- Detailed Budget Breakdown
- Departmental Committee Minutes/Recommendations
- Letter of Support from Dean of the School

9. Dean of the School's Recommendations

Recommended by:

Name _____

Dean, School of _____

Dean Academic Affairs

Vice-Chancellor