



INTERNAL QUALITY ASSURANCE CELL (IQAC)

PROFORMA FOR REQUESTING APPROVAL TO CONDUCT OFFLINE EVENT

Sl.No.	Particular	Response
1	Name of the Event	
2	Name of the Department	
3	Category of the Event	
4	Date(s) and time of the Event	
5	Name and Designation of Organizing Secretary (Responsible for submission of reports and accounts)	
6	Venue	
7	If Zoom Webinar slot is requested, whether Slot has been booked with System Manager	
8	Details of External Resource Person and Collaborating agencies, if any	
9	Budget requirement with brief break up	
10	Whether registration fee is collected from participants? If yes give details.	
11	Whether the brochure prepared as per guidelines is attached?	
12	Whether draft invitation and certificates are attached	

Notes:

1. All reports in required format to be submitted to igac@ametuniv.ac.in; Recorded sessions are to be submitted to emrhc@ametuniv.ac.in
2. Honorarium for experts will be paid only after submission of reports to the IQAC in prescribed format
3. For National and International Conference Honorarium, International Experts: 100 USD; National Experts from Premier Institutes Rs 5000; Other experts Rs 3000; For other events like Guest Lecture, FDP, workshops, webinars, kind of events, the Honorarium amount is Rs 2000 for all categories of experts per session/event.
4. Registration fee if any are to be collected only through University/Department official bank accounts

Signature and seal of the HoD:

Date of Submission: