

Jamia Hamdard
(Academic Section)
Hamdard Nagar, New Delhi-62

No.:AS/Res. Adv./JH-5/2012
23rd April 2012

UNIVERSITY ORDER

Subject: Calendar of Conferences, Workshops, Training Programmes etc to be organized by the Department/Centre/Faculty/Unit of this University during financial year 2012

In order to organize seminar/ conference/ symposium/ workshop/ training programme etc. in the Department/Centre/Faculty of this University in a more proper and effective way, the competent authority is of view that such events should spread throughout the year so that the University may be projected in a better way by organizing successfully these events. The Hon'ble Vice Chancellor has approved the following guidelines in this regard.

1. Departments will submit schedule of Conference, Symposium, Seminar, Workshop, Training Programme for a whole year along with tentative dates. The dates will have to be finalized at least before three months of the event, if not included in the calendar for a valid reason.
2. Name of the Vice Chancellor shall not be included as Patron without his explicit written consent from him.
3. Names of the Chief Guest, Guest of Honour will require approval of the Vice Chancellor.
4. Names of Chairmen of the Organizing Committee, Organizing Secretary, Jt. Organizing Secretary, and Treasurer will have to be decided in advance. In case offer of organizing an event have been received in the name of Jamia Hamdard, names of Chairman of the Organizing Committee, Organizing Secretary, Jt. Organizing Secretary, and Treasurer will be decided by the University.
5. All the payments of grants, registration fee etc. will be made in favour of Jamia Hamdard. In rare cases, if it is a statutory requirement, University may consider allowing for separate account which should be closed within 3 months of conclusion of the event.

 Contn..../-


① to all Faculty members
through HODs (Rehab & Clin Res)
file

6. University's name should be properly used and efforts should be made to highlight the University in good light.

7. There should be no conflict of interest.

All Deans of the Faculties/Heads of the Departments/Centre are requested to kindly go through the above guidelines and give wide circulation to this order to all faculty members. A format for submission of the proposal for organizing the Conference/Seminar/ Symposium/Workshop/Training Programme etc. is also attached herewith.

The proposal will be vetted and submitted to the Vice Chancellor for his approval. Only the approved proposals will be taken forward.


(Dr. Firdous A. Wani)
Registrar

Copy to:

- All Deans of the Faculties
- Dean, HIMSR
- All Heads of the Departments/Centre
- Finance Officer
- Controller of Examinations & Admissions
- Advisor (Research)
- In-charge, HMS Central Library
- Foreign Students' Advisor

PROPOSAL FOR ORGANIZATION OF

CONFERENCE SEMINAR SYMPOSIUM WORKSHOP TRAINING

PROGRAMME CME OTHER.....(Please specify)
[Tick the appropriate box. To be submitted to Office of the IQAC/Advisor (Research)]

1. Department:
2. Faculty:
3. Origin of proposal: Faculty Committee Decision BoS resolution Offer from national/international Society/Association/Organization (.....(Please specify) Other.....(Please specify).
(Copies of supporting document may be enclosed)
4. Proposed title:
5. Proposed dates:
6. Collaboration with other Organization/Department:
7. Level of event (National/International):
8. Expected number of participants:
 - a. Jamia Hamdard:
 - b. Outside of Jamia Hamdard (Indian)
 - c. International:
9. Brief outline of the event indicating strengths of Department in the area and expected benefit from the events, tentative sessions, names of keynote/plenary lecture speakers (minimum 500 words):
10. Detail of any event organized on the same or related topic in India or abroad in last 5 years:
11. Salient features of the event (Unique Selling Point, USP):
12. Proposed names of
 - a. Chairman of the Organizing Committee (only one):
 - b. Organizing Secretary/Convener/Coordinator (only one):
 - c. Jt. Organizing Secretary/Co-convener/Co-coordinator (maximum two):
 - d. Treasurer (only one):
13. Proposed registration fee (in INR or USD)
 - a. Delegates (Indian):
 - b. Delegate (International):
 - c. Students

d. Accompanying delegate:

14. Budget, preferably under various heads of expenditure (in INR);

15. Sources of funding (approximately in INR):

a. Registration fee:

b. Support from the Society/Association:

c. UGC (in case of SAP):

d. Other funding agencies in India (detail with name of agency):

e. Other funding international agencies (detail with name of agency):

f. To be requested from Jamia Hamdard

g. Any other:(Please specify)

16. Will the proceedings of the event be published by inviting full papers?

If yes, then

a. No. of pages

b. No. of copies to be printed:

c. Names of Editors:

d. Expenditure:

e. Cost of each copy of proceedings, if sold:

17. Any other relevant information:

(Signature of the Proposer)

Name:

Designation:

Signature of Head of the Department/Dean of the Faculty

Date: