



SUMANDEEP VIDYAPEETH

An Institution Deemed to be University u/s 3 and 12B of UGC Act 1956
Accredited by NAAC with a CGPA of 3.61 on Four Point Scale at 'A++' Grade in Second Cycle
Category - I Deemed to be University under UGC Regulations 2018

At Post: Piparia, Taluka: Waghodia, District: Vadodara, Gujarat State, INDIA. Pin Code: 391760. Phone: +91 2668 245262 / 64 / 66, Fax No.: +91 2668 245069
Mobile No.: +91 8980809777, E-mail Id: registrar@sumandeepvidyapeethdu.edu.in, info@sumandeepvidyapeethdu.edu.in | Website: www.sumandeepvidyapeethdu.edu.in

Date: _____

APPLICATION FORM FOR ORGANIZING ACADEMIC EVENT

I. Basic Information:

Name of Organizing Institute / Department / Section / Cell	
Title / Theme of the Event	
Type of Development Program*	
Type of Event**	
Level of Event***	
Date/s of the Event	
Duration of the Event****	
Objective of the Event	
Probable Outcome of the Event	
Name of Organizing Chairperson	
Name of Organizing Secretary	
Contact No.	
Email Id	
Target Audience	
Proposed Registration Fee per Delegate	
Expected Number of Participants	
Event Venue	
Name of Collaborators (if any)	
Name of Sponsorers (if any)	

* Professional Development Program, Faculty Development Program, etc.

** Conference, Convention, Symposium, Workshop, etc.

*** International, National, State, Regional, Institutional / Institute, Local, etc.

**** Duration shall be One day (minimum Six hours).

II. Details of Invited Expert/s:

S. N.	Name of Invitee	Designation & Affiliation	Contact No.	Email Id

(Use additional sheet, if required)

III. Financial Details (tentative):

Income		Expenditure	
Particulars	Amount	Particulars	Amount
Total Registration Fees		Remuneration for Speakers	
Funding from sponsorship (1)		Travelling Charges	
Funding from sponsorship (2)		Faraskhana*	
Funding from sponsorship (3)		Hotel Stay*	
Funding from Collaborator		Catering*	
Others		Miscellaneous	
		1.	
		2.	
		3.	
		4.	
Total		Total	



SUMANDEEP VIDYAPEETH

An Institution Deemed to be University u/s 3 and 12B of UGC Act 1956
Accredited by NAAC with a CGPA of 3.61 on Four Point Scale at 'A++' Grade in Second Cycle
Category - I Deemed to be University under UGC Regulations 2018

At Post: Piparia, Taluka: Waghodia, District: Vadodara, Gujarat State, INDIA. Pin Code: 391760. Phone: +91 2668 245262 / 64 / 66, Fax No.: +91 2668 245069
Mobile No.: +91 8980809777, E-mail Id: registrar@sumandeepvidyapeethdu.edu.in, info@sumandeepvidyapeethdu.edu.in | Website: www.sumandeepvidyapeethdu.edu.in

Note:

1. Attach details of income & expenditure statement along with this form as annexure if required
2. Generated Income to be deposited in the account of Sumandeep Vidyapeeth Deemed to be University.
3. * Will be directly paid through Department of Finance, SVDU

Deficit / Surplus Amount: Rs. _____

Expected Funding from Institution: Rs. _____

Signature of Organizing Secretary

Signature of Organizing Chairperson

.....

Remarks & Signature of Head of Department:	
Remarks & Signature of HOI / Dean / Principal:	

.....

For office use

Detailed Remarks & Signature of Chairperson, Student and Faculty Development Cell:	
Remarks & Signature of Director, Dept. of Staff and Student Welfare:	
Remarks of the Registrar, SVDU	
Remarks of the Vice-Chancellor, SVDU	