



INSTITUTE OF AERONAUTICAL ENGINEERING (AUTONOMOUS)

Dundigal - 500 043, Hyderabad

PROPOSAL TO ORGANIZE

CONFERENCE / WORKSHOP / STTP / FDP / EXPERT LECTURE

Title of the Talk	:	
Organizing Department	:	
Sponsored By	:	
Date(s) of the Talk	:	
Overview of the Talk	:	
Objectives of the Talk	:	
Outcomes of the Talk	:	
Target Group	:	
Registration Fee	:	
Time	:	
Venue	:	
Contact Information of the Coordinator	:	
HOD	DEAN - CONTINUING EDUCATION	PRINCIPAL

Copy to:

Chairman, Secretary and Treasurer and Executive Director

HOD's of CSE, IT, ECE, EEE, ME, AE, CE, Freshman and MBA

Deans – Student Affairs, Audit, Quality Control, Academic, R & D and PG studies

Notice Boards

College Website/Students Corner/Faculty Bulletin Board

Budget Estimation:

S No	Item Description	Amount per person or item in Rs.	Total Amount in Rs.	Remarks (if any)
1	Honorarium to the expert/speaker			
2	TA/DA & stay arrangements of the expert/Speaker			
3	Hospitality to participants (Refreshment/Lunch & high Tea)			
4	Printing, proceeding certificates/banner, etc.			
5	Photo and CD of the program for records			
6	Travel (if some visit is planned)			
7	Course Material, stationery and consumables			
8	Any other			
9	TOTAL			
	The Amount of Advance required conducting the program: Rs			

PRINCIPAL