

Check List for Conference (External Fund)

Name of the PI & Dept. :
 Name of CO-PI & Dept. :
 Title of the Event :
 Type :
 Sponsoring Agency :
 Sanctioned Date :
 Event Date (From & To) :
 Event Venue :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Requisition Letter to Head of the Institution seeking permission to organize the event through HoD & Dean-CFRD.		
2	Requisition Letter to Head of the Institution for Financial Assistance.		
3	Requisition Letter to Funding Agency.		
4	Sanction Order copy from Funding Agency.		
5	Proof of Transactions (Sponsoring Agency).		
6	Audit Statement.		
7	Advisory Committee / Organising Committee List.		
8	Poster / Brochure.		
9	List of Chief Guest & Key Note Speakers.		
10	Invitation & Confirmation Copy.		
11	CVs of Chief Guest & Key Note Speakers.		
12	List of Papers received with paper id and author details.		
13	List of Reviewers.		
14	Proof of Acceptance or Rejection with comments.		
15	List of Accepted Papers.		
16	List of Registered Papers and Registered Participants.		
17	Inaugural Invitation		
18	Conference Schedule.		
19	Food and Transport Request Details.		
20	List of Tracks (Themes).		
21	List of Registered Papers to be presented (Track Wise).		
22	Attendance Sheet.		
23	Geotagged Photos for Each Session.		
24	Proof of Financial Transactions. (Registration Fees).		
25	Expenditure Statements with supporting bills.		
26	Utilization Certificate.		
27	Feedback from Chief Guest and Key Note Speakers.		
28	Feedback from Participants.		
29	Participation Certificate.		
30	Conference Report.		
31	Press / Media Report Materials.		

Faculty In-charge ERP In-charge Dept. Research Asso. Dean-CFRD Dean-CFRD
 Verified by

IQAC Team

Dean-IQAC