



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad-500 043

PROPOSAL TO ORGANIZE CONFERENCE / STTP / FDP / EXPERT LECTURE

1. Details

Title of the Talk	:			
Organizing Department	:			
Sponsored By	:			
Date(s) of the Event	:		No. of Days	
Time	:			
Overview of the Event	:			
Objectives of the Seminar	:			
Outcomes of the Seminar	:			
Target Group	:			
Registration Fee	:			
Registration Link in website	:			
Name (s) of Speaker / Guest / Resource Person*	:			
Contact Information of the Coordinators	:			
HOD / DEAN		PRINCIPAL		

* Enclose profile of Speaker / Guest / Resource Person

Enclosures :

- | | |
|----------------------------|-------------------------------|
| 1 Brochure / Flyer | 2 Event Management |
| 3 Dining Hall Arrangements | 4 Transportation Requirements |

2. Budget Details

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				

HOD / DEAN

PRINCIPAL

3. Payment Details

 INSTITUTE OF AERONAUTICAL ENGINEERING (Autonomous) Dundigal, Hyderabad-500 043		
PAYMENT VOUCHER		Date:
A/c Ref		
Amount		
Cash		
Paid to		
In words		
Towards :		Receiver's Signature
Administrative Officer	Accountant	Principal
Chairman	Secretary & Correspondent	Treasurer

Copy to 1. Corresponding HOD

2. Dean of IQAC

3. Dean of IIIC

4. Accounts