



Birla Institute of Technology & Science, Pilani

K K Birla Goa Campus

Approval for Organizing Conference / Workshop / Symposium

Date:

Department(s):	
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Event: Conference/ Workshop/ Symposium

Title of the Conference/Workshop	
Scope of the Workshop/ Conference	
Research Area	
National/ International	
Organizing / Hosting	
Mention Collaborators if any	
If hosting, Mention Host organization	
Accepted Papers will be published in Journal? If so, then name the journal	
Proposed Funding Agencies	
Sponsorship from Industry (if any)	
Proposed Dates	
Proposed Timings	
Committee with Name of the Members	

(A) Proposed Registration Fee & Expected No. of Participants:

Sl.No	Items	Registration Amt (~Rs.)	Expected No. of Participants
1	Faculty (Indian)		
2	Research Scholars (Indian)		
3	Foreign Participants		
	Total amount expected from registration fee (A):		

(B) Funding Agency & Expected Funding

Sl.No	Funding Agencies	Amt (Rs.)	Remarks (if any)
1			
2			
3			
	Total (B)		

(C) Sponsorship

Sl.No	Sponsor Organization	Amt (Rs.)	Remarks (if any)
1			
2			
3			
	Total (C)		

(D) TOTAL (A+B+C) Rs.

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(E) Expected details of expenditure			
Sl.No	Item	Amt (Rs.)	Remarks (if any)
1	Accommodation		
2	TA/DA		
3	Food		
4	Conference Kit		
5	Stationery		
6	Honorarium		
7	Local Transport		
8	Infrastructure Charges (# Refer to the applicable charges):		
Expected Total Expenditure (E)			

Proposed Venue for the Event(s) (*)	
Inauguration	
Technical Sessions	
Technical Exhibition (If Any)	
(*): Subject to availability. Coordinate with A-UGSD office.	

Proposed Venue for the Meals (**):	
Tea/ Snacks	
Lunch	
Dinner	
(**): CC-Lobby space to be avoided for Lunch/Dinner.	

Co-Ordinator/ Convener

HOD

Associate Dean – SRCD

Dean –Admin

DIRECTOR

Approved / Not Approved



Per Hour Charges for Booking Classrooms/ Lecture Theatres/ Seminar Room/ Auditorium

The following per hour charges will be applicable for exclusive booking of classrooms/ lecture theatres/ seminar-room/ auditorium for conferences. Taxes will be charged extra, as applicable.

Sr.	Facility	Approx. Capacity	Electricity (Lights + A/C)	Audio-Visual Infra	Maintenance (Housekeeping)	Technical Manpower (Honorarium)	Total
1	Classroom	50	240	60	80	120	500
2	Classroom	80 / 120	480	60	60	120	720
3	Lecture Theatre (LT 1, 2, 3 & 4)	400	1,920	240	240	240	2,640
4	Lecture Theatre (DLT 10)	150 / 200	1,200	130	130	240	1,700
5	Seminar room (DLT 9)	175	2,500		500	500	3,500
6	Auditorium	2100	10,500			500	11,000