

GUIDELINES FOR UTILIZATION OF INNOVATION AND STARTUP FUND



**National Institute of Technology Hamirpur,
Hamirpur (H.P.)**

APRIL, 2021

GUIDELINES FOR UTILIZATION OF INNOVATION AND STARTUP FUND

The students of the Institute are expected to learn to utilize the scientific and technical knowledge to become solution provider to the societal issues. The Institute aims to support the students/faculty/staff and other innovative minds to take up startup projects as one of the options as first step towards Entrepreneurship.

1. OBJECTIVE

The main objective of the Innovation, Startup and Entrepreneurship Policy is to provide suitable support and a platform for realization of the innovative research ideas towards finding solutions to the problems being faced at present by the Society in general and Industry in particular leading to patents. The Institute is planning to create a provision by providing 1% of the Internal Revenue Generation (IRG) annually towards the **Innovation and Startup Fund**. This fund will help to develop ethos to take up Innovation Startup and Entrepreneurial Activities in the Institute. This will provide an impetus to the students of the institute to undertake innovative projects, which would ultimately result into design and fabrication of products/items etc., thus having high societal and commercial impact and thereby helping in the growth of Indian Industry. The innovative minds apart from the current students of the Institute are also eligible under this scheme to take up their innovative problem solving ideas through startup initiatives.

The Institute aims to utilize the fund for following subcomponents:

S. No.	Component	% share
1.	Filing of Intellectual Property Rights (IPR)	30
2.	Support to Innovative Projects by the Students	25
3.	Support to Startup activities	30
✓ 4.	Organization of Seminars/Workshops/Expert Lectures	15

The percentage share of any of the subcomponent may be reallocated, if required with due justification, with the approval of competent authority

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2. **ELIGIBILITY**

The guidelines to be eligible for the Financial Support under various sub components listed above are given hereunder:

2.1 **Filing of IPR**

Every faculty, staff and students of NIT Hamirpur will be governed by the institute IPR Policy for all IPR related activities. All faculty, staff and students of the institute must go through the institute IPR Policy and prepare IPR claim accordingly keeping in consideration following:

- i. Ownership and licensing issues
- ii. Formation of claims
- iii. Revenue sharing
- iv. Technology Transfer
- v. Legal issues like infringement of Institute's IPR, conflict of interest etc.

Fund allocation and general procedure for filling IPR is as follow:

2.1.1 **Fund Allocation**

Total fund @ 30% of Innovation and Startup Fund will be allocated for IPR processing.

2.1.2 **General Procedure**

The Dean (R&C) of the Institute will look after the evaluation, protection, marketing, licensing and managing the IP generated at the Institute. The creators of the IP shall provide all the necessary information to Dean (R&C) at every step. Creators are required to strictly examine the novelty and inventiveness of proposed IP from the free patent search engines or equivalent.

Step 1: Submission of information

- i. Submission of the application to the Office of Dean (R&C) in the prescribed formats (Annexure-2.1.2 (I, II&III)) along with abstract, drawing (if any) and key words. Same shall be submitted in hard copy in enveloped marked, 'Confidential Invention Disclosure for Patent Filing'.
- ii. The Institute IPR committee will evaluate the potential of inventions/ intellectual creations and provide necessary financial and administrative approvals for filing of IPR applications with appropriate IPR Offices in India/abroad.

- iii. After performing the preliminary evaluation, office of Dean R&C will inform the creator/inventor to proceed further for patentability search.

Step 2: Patentability search

- i. In order to access the patentability of an invention/idea, a search is must to check whether similar invention already exists or not. The inventor must perform this search at his/her own level preferably through government agencies like Himachal Pradesh State Council for Science & Technology (HIMCOSTE), Shimla etc.
- ii. A processing fee of maximum Rs 2500/- for the patentability search will be reimbursed from the PDA of the concerned faculty (if available) or from IPR fund in case the invention/idea is patentable (i.e. patentability search reveals that such invention/idea does not already exist).

Step 3: Patent application drafting/filing/Prosecution and Maintenance

- i. On getting the patent search report, the creator will submit an application to provide financial assistance to file the IPR. The Institute will assist in filing and processing the IP by funding the inventor in acquiring the IPR taking the services of Patent Facilitation Centre (PFC) or patent attorney/law firm if required.
- ii. Institute will allow a financial assistance to the inventor up to a maximum amount of Rs 1,00,000/- (inclusive of Govt. fees, attorney charges, taxes etc) or the actual cost whichever is less for Patent Filing , publication, examination etc. This may be reimbursed by the institute from the PDA account of the faculty (if available) or from IPR fund. However, number of Patents through IPR fund will be limited to one patent per year. Faculty members are advised to select attorney/law firm having previous experience of filing patents in the respective area/domain in which the patent is intended to be filed.
- iii. Creator(s) are encouraged to file a provisional patent as soon as possible in order to protect their rights to the IP. If the creator(s) feels to freeze priority date immediately without following the patent search procedure the creator can pay for the cost of provisional filing from personal financial resources of the creator(s) and seek refund of the same in due course. In such cases, the applicant

will submit all relevant documents to the office of Dean (R&C) within one month. Decision of Dean (R&C) for financial assistance shall depend upon the merit of the case and production of the proof of publishing the invention/idea by the Patent Office.

- iv. In case the contract/agreement/MoU with a sponsor specifies that the sponsor will manage the process of filing of patents and bear the associated costs, the creators will provide information to the Office of Dean (R&C). Progress of the application through various stages, such as National filing, International filing, licensing etc. should be informed to the Office of Dean (R&C) by the creators as soon as the creators become aware of such progress.
- v. For patents which are based purely on theoretical ideas and do not involve use of institutional resources and inventors wish to file patent in their own name, at their own expense, they may apply to Dean Office and get No Objection Certificate for filing patent in their own name.
- vi. National/International filing depending upon commercial potential of invention and availability of funds, on case-to-case basis. A decision on the annual renewal of IP rights will be taken by a committee constituted by the Dean (R&C).

2.1.3 Revenue sharing

The income generated through the commercialization of Institute owned Intellectual Property would be shared between the Institute and the Creator(s) as per the institute IPR policy.

2.2 Support to Innovative Projects

2.2.1 Eligibility

The application for financial support to innovative project ideas must be submitted for evaluation to the office of Dean (R & C) in accordance with the following norms:

- i. Full time UG Students who have entered in the 2nd year of the course of study at NIT Hamirpur shall be considered eligible, generally, to submit the application in the prescribed form.

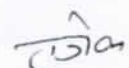
- ii. The proposal can be submitted as a team consisting of minimum 2 students and a maximum of 5 students. The members of the team may be from any year of study but at no point of time the team can comprise of all members from 1st year only. A team comprising of students from different years of study will be welcome.
- iii. The proposal must be duly recommended by a regular faculty as mentor, there may be more than one mentor especially in interdisciplinary projects.
- iv. Proposals of interdisciplinary nature leading to innovative products will be encouraged.

2.2.2 Submission of Application

- i. The R&C section shall invite proposals twice a year preferably in the Month of September and in the Month of February.
- ii. The proposal may be submitted on the prescribed format/mode after the call for proposals.
- iii. The team must clearly mention the time line for undertaking the project, which in any case should not be more than 12 months.
- iv. The proposal must be recommended by the mentor(s) and submitted within the prescribed time limit.
- v. The proposal must contain the objectives, research methodology, expected outcomes and budget requirement.
- vi. The allocated funds can be utilized for fabrication work, purchase of instruments/components/parts/spares/consumables etc. related to the sanctioned proposal.

2.2.3 Proposal Evaluation

- i. Applications received will be evaluated for their scientific, technological, commercial and financial merits.
- ii. The team will present the proposal before a committee through power point or any such media in the presence of mentor(s).
- iii. The proposals submitted shall be compiled by the office of Dean (R&C) and be evaluated by a committee consisting of the following members:
 - a. Dean(R&C).....Chairman
 - b. Head of the Concerned Department.....Member
 - c. One expert* nominated by Director.....Member



*(internal/external in similar area)

d. Mentor(s).....Member

e. FI(IIEC).....Convener

iv. The committee may consider the following criterion for evaluation of the proposals received:

- a. The soundness, scientific quality and technological merit.
- b. The potential for wide application and the benefits expected to accrue from commercialization.
- c. The adequacy of the proposed effort.
- d. The capability of the R&D institution(s) in the proposed action network.
- e. The organizational and commercial capability of the enterprise including its internal accruals.
- f. The reasonableness of the proposed cost and financing pattern. -
Measurable objective, targets and milestones.

v. The committee shall recommend the proposal based on novelty of the idea for a suitable budget for the approval of the Competent Authority.

vi. The maximum amount of the recommended proposal normally should not exceed Rs. 60,000/-

Once the project is undertaken, the mentor(s)/nominated faculty by the committee may carry out the progress evaluation through on-site visits, if required.

2.2.4 Expected outcome

Each project is expected to achieve the following:

- i. The outcome of the project should be an innovative prototype / working model / product / component / system / process etc.
- ii. If any patent / technology transfer is expected from this project the same shall be taken up as per the guidelines of the Institute.
- iii. The Intellectual Property Right (IPR) arising out of innovative project must be owned jointly by the Institute and inventors. The mentor(s) and students will be the inventors for filing the patent.
- iv. The students/mentor may also explore the possibilities of publication of the paper in a conference proceeding/journal without compromising the impact on the patent.
- v. The Institute must be acknowledged in all the publications.

2.2.5 Settlement of Account

- i. The sanctioned project must be completed within the specified limit, however, under special circumstances the limit may be extended for six months on the recommendation of the mentor.
- ii. The mentor must submit duly vetted bills to the Audit section for further processing after making suitable entries in the stock register.
- iii. The reimbursement must be made to the mentor after the settlement of the account to the best satisfaction of the Audit/Account section.

2.2.6 Evaluation and Completion of the Project

- i. The progress of the project must be evaluated every semester immediately after the mid-semester examinations by the committee mentioned at point 2.2.3.
- ii. The mentor must ensure that the end product (prototype / model / product etc.) is handed over to the Department and No dues certificate issued by the Head of the Department.
- iii. Wherever, the project is of interdisciplinary nature, the end product shall remain in the custody of the department that has major contribution to the project and no dues certificate shall be issued by the concerned Head of the Department.
- iv. The office of Dean (R&C) shall initiate the process of issuing the certificate of completion to the students and mentor(s) after the completion and settlement of the account.

2.2.7 Force Majeure

- i. In case the mentor(s) or students after sanction and taking up the innovative project are not able to execute it, the Mentor shall return the entire fund with interest or the unutilized fund with the written consent of all the team members (students, other mentor, if any, etc.).
- ii. The mentor must settle the bills for the utilized fund for settlement and hand over the items purchased to the Department for subsequent use.
- iii. In case the mentor leaves the Institute during the execution of project for some reason, some other faculty member may be entrusted the assignment, if there is no other faculty member available in the team as mentor.

2.3 Support to Startup activities

NIT Hamirpur has conceptualized ***"Innovation, Startup & Entrepreneurship Policy"*** with objective to turn the educated youth from job seekers to job creator, to provide skills to the youth and potential investors to develop entrepreneurship skills and to give support through Startup at NIT Hamirpur. The scheme discusses various parameters based on which the young minds will be encouraged to develop innovative ideas and bring them to reality through their startup journey. The target is to give the youth sufficient exposure towards entrepreneurship journey and move towards self-employment and employment generation through their units under professional guidance. They can use their innovative ideas through the incubation centers and start their startups journey. This Scheme also aims to give handholding support to entrepreneurs to select viable projects in the potential areas in manufacturing and service sectors and train them to set up incubation startups and subsequently manage and run their enterprises professionally. Suitable formats may be used by all those who are interested to avail this facility.

2.3.1 Eligibility

Any individual can submit the application for the incubation startup as per Annexure 2.3.1. The individual may be:

- i. Faculty, Staff, Students of UG/PG/Ph.D./Alumni of the Institute
- ii. Other innovative minds willing to work on startup initiatives are also eligible

Key focus areas of the Scheme for Innovation Projects

- i. Technology driven Innovation in any sector
- ii. Rural infrastructure and facilities, crafts, arts, water and sanitation, renewable energy, healthcare, etc.
- iii. Mobile, IT and ITeS including hardware

Incentives

The incentives under this scheme to the Startup Projects will be as under:

- i. Rs. 5,000/- per month per Startup will be provided to the Startup projects as sustenance allowance for one year to the applicant whose project is recommended by the constituted committee and approved by the competent authority.
- ii. Incubation center will provide support to the startups by providing mentoring services, access to their labs, facilities, etc. on a free-of-cost basis for one year from the date of registration.
- iii. Seed Money as assistance will be provided as per the Innovation Startup and

Entrepreneurship Policy to the innovative/startup project to launch its products/services in the market.

2.4 Organizing Seminars/Workshops/Expert Lectures on Entrepreneurship, Innovation, Startup, IPR

Various activities viz.: Online/offline Workshops/Seminars/Training Programs/Expert Lectures/Competitions (Hackathon, Toycathon, etc.) can be arranged for the benefit of the students/Innovators. In view of the academics of the students, the Seminars/Competitions may be proposed during the holidays/weekends; whereas Workshops may be arranged keeping in view that there is no academic loss.

a.i. Seminars:

A one day seminar may be organized by IIC/R&C Section in the even semester wherein the students/experts may share their work/ideas related to Entrepreneurship/Innovation/Startup. The organizer(s) may submit the proposal in the prescribed format devised at Annexure 2.4 (i) at least six months prior to the proposed date of the event. Financial assistance of Rs. 50,000/- shall be provided for the event, support from external agencies/alumni may also be explored.

a.ii. Competitions:

Competitive events such as Hackathon/Toycathon may be organized by IIC in the odd semester wherein the top three teams may be provided with the prize money equivalent to their fabrication cost subject to a maximum of Rs. 30,000/- Rs. 20,000/- and Rs. 10,000/- respectively.

a.iii. Workshops:

One workshop may be arranged during odd semester by E-Cell/R&C section. Normally a 5-days workshop has lecture schedule of 30 hours, so to arrange this type of workshop during working days, guidelines specified in Table 1. may be adhered to so that there is no academic loss of the students.

Table 1

Days	Number of interaction hours	Total hours
Monday to Friday or Working days	2 hours per day preferably after class work is over	Minimum 8 hours per week
Saturdays and Sundays Or other holidays	6 hours per day	Minimum 12 hours per week

The criterion specified in Table 1 may be considered for workshops of shorter duration on pro-rata basis. All experts shall be provided honorarium (presently Rs. 3000 for 2 hours and 1500 for 1 hour lecture or practice session) and other allowances as per Institute norms. The budget allocation for such events shall be as in Table 2, whereas the bifurcation of the budget may be as per the details in Table 3.

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Table 2

Duration of Workshop (Days or equivalent hours)	Maximum Number of External Experts	Institute Funding (Rs.)
		e-workshops
1 day	02	10,000
2 days	04	20,000
3 days	06	30,000
4 days	08	40,000
5 days	10	50,000

Table 3

Expenses/Category	Offline Mode	e-Workshop
Honorarium and TA/DA to Experts	85%	NA
Contingency/Stationery/Misc.	15%	NA
Honorarium/Contingency/Misc	NA	100%

a iv. **Expert Lecture:**

Expert lectures from at least two experts may be arranged in one semester and these must be open to all students and faculty. Preferably these may be arranged during weekends to enable participation of maximum students. The expert speakers shall be given honorarium and admissible allowances as per Institute Norms. IIC/R&D section may propose the lectures from renowned experts in the allied field for approval to the authority.

- *The proposals received shall be scrutinized based on the theme and the viability by a committee which shall give recommendation for the organization of these activities. The formats as per Annexure 2.4 may be used for submission of the proposal.*

Workshop/Seminar/Expert Lectures/Competition related to Innovation and Startup

The scrutinization of proposals will be carried out by the following committee:

- | | |
|---|-------------|
| a. Dean (R&C) | Chairperson |
| b. Nodal Officer (CM's Startup Project) | Member |
| c. Assoc. Dean (RPC & S/up) | Member |
| d. Faculty-Incharge (IIEC) | Convener |

Activities related to Entrepreneurship

The scrutinization of proposals related to Entrepreneurship will be carried out by the committee.

- | | |
|--|-------------|
| a) Dean (SW) | Chairperson |
| b) Assoc. Dean (Student Activities & Scholarships) | Member |
| c) Faculty-Incharge (IIEC) | Member |
| d) Faculty-Incharge (E-Cell) | Convener |

Activities related to Technical Competitions such as Hackathons etc.

The scrutinization of proposals under Technical competition will be carried out by the committee.

- | | |
|--|-------------|
| a. Dean (SW) | Chairperson |
| b. Assoc. Dean (Student Activities & Scholarships) | Member |
| c. Nodal Officer (YUKTI) | Member |
| d. Faculty-Incharge (TA&C) | Convener |

Activities related to IPR Activities

The scrutinization of proposals under IPR activities will be carried out by the committee.

- | | |
|----------------------------|-------------|
| a. Dean (R&C) | Chairperson |
| b. Head (IPR) | Member |
| c. Assoc. Dean (RPC &S/up) | Member |
| d. Faculty-Incharge (IPR) | Convener |

PROPOSED FORMAT FOR SUBMISSION OF PROJECT PROPOSAL

Title of the Project:

- Introduction
- Literature survey
- Objectives
- Proposed work with methodology
- Implementation
- Work Plan
- Expected outcome
- Applications
- Conclusion
- References
- Budgetary proposal

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Application to Initiate Protection of IPR

1	Name of Investigator(s)/Creator(s) or Co- Investigator(s) and their affiliation: (Mention if any other Institute/University/R&D Center or Individual(s) etc. involved)	
2	Department and other department(s) in case of Joint Research	
3	Type of Proposed IP: (Patent/ Copy Right/ Design etc. or Combination e.g. Patent and Design)	
4	Title of the Proposed IP:	
5	Brief Description of IP along with Key Words (in 500 words attach separate sheet duly signed by all Investigator(s) /Creator(s) or co- investigator in sealed envelope along with prior tentative search on free search engines)	
6	Expected Outcomes of Proposed IPR: in terms of anticipated business profit (attach separate sheet)	
7	Institute Facilities Used (Yes/No): e.g. Computer/Stationary/Lab facilities /software/ Internet/Infrastructure etc.	
8	Whether Proposed IPR is a Part/Subpart of: Ph.D. Thesis/ M. Tech Thesis/ B. Tech. Project, sponsored project or consultancy etc.	
9	Funds Required: National /International IPR Search b) Official fees for filing of provisional or complete specification, publication, PCT, drafting charges, annual maintenance fee of granted IPR, Prototype development aid, Licensing fee, travel grant to visit IPR office in case of hearing etc.	
10	Expected expenditure required: (Provide budget breakup if necessary)	

Note: in all cases applicant of IPR shall be the Director, National Institute of Technology Hamirpur except 'No' at point no 7

It is certified that the above information is true and correct and best of my knowledge and noting relevant has been concealed therein. In case any of the information given above is found false/incorrect at any stage my IPR rights may be withdrawn, and I shall be liable for appropriate disciplinary action.

Place and date:

Signature of Investigator(s)/Creator(s) and Co-Investigator(s)

HOD

IPRCell

Dean R&C

Mutual Confidentiality Agreement (CDA)

MUTUAL CONFIDENTIALITY AGREEMENT	
Parties to the agreement	INVENTOR (NAME) and
Objective	Protection of confidential information disclosed by either party to the other. • Protection of the confidential information generated in the form of 'test data' or 'research data' owing to outsourcing of work by _____ to _____ INVENTOR
Roles and Responsibilities	Both parties to guarantee that they will ensure the confidential data of the other party as they will secure their very own classified data.
Period of protection of Confidential information under the agreement	- 5 years after disclosure for existing information regarded as confidential by either party - Indefinite for the new data generated as a result of outsourcing of work by _____ to other party. Such information will be the select property of _____ and other party is bound not to uncover it to some other party, without any time frame.
Confidential information	The only information in a tangible form, duly marked as 'confidential' covered under the agreement. Oral information is considered to be confidential, to be duly reduced to writing within a period of 15 days.
Conflict resolution	The decision of Competent Authority, NIT Hamirpur is Final

Name: _____

Director

Designation: _____

Date: _____

Employee Code/

Student Enrolment No.: _____

(Signature): _____

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INVENTION DISCLOSURE FORM

1. **Topic of invention:**
(Restricted to max. 15 words)
2. **Image or photograph of the said invention:** (It should represent best the invention, which may be uploaded on the Institute website under patents section).
3. **Abstract of the invention:**

(Detailing the core of the invention, focusing the novelty/non-obviousness of the creative work/invention/IP, not more than 200 words)
4. **Key Words:** (using which, 'prior art search' is or can be done)
5. **Area/field of patentable technology:**
6. **Background of Invention:**

(It comprises the technologies existing presently in the field of your creative work and drawbacks or limitations of all those)
7. **Capability of your invention to overcome the above-said limitations of existing technologies.**
8. **Prior Art Search:** (Dictating the databases/references used, the brief description of the search results under two topics-Literature and Patents)
9. **Brief explanation of the creative work/invention along with practical examples: (It shall comprise):** Detailed description of every aspect of creative work (product and/or process), schematics, photographs, reports, charts, papers etc. aid in description of inventor's creative work, flow charts in support of software based inventions, in order to reduce time of filing patent application, as it shall support the attorneys better understand your invention quickly.
10. **Claims or technical aspects need to monopolize:**
11. **Weather your invention has potential of bringing it to actual practice?**
(If yes, please provide details)
12. **Details of any firm/organization/agency contacted for commercialization of the invention-**
13. **Details of funding agency along with terms and conditions of funding pertaining to IPR. (please provide the copy of agreements made)**

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14. **Name of Department/Centre/Section:**

15. **Names of the Inventors (permanent address, current address, email and phone numbers)**

(Please note that inventors can only be those who have contributed towards conceiving the idea(s) behind the invention.)

16. **Any remarks:**

2/3/0

NIT HAMIRPUR

INCUBATION INNOVATION AND ENTREPRENEURSHIP CENTRE

APPLICATION FOR STARTUP INCUBATION

Name of Applicant Company :

Contact details

Phone Number

Mobile Number

Email :

Names of the Entrepreneur :

Age & Date of Birth :

Address for communication :

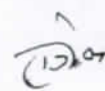
Permanent Address :

Educational qualification				
Class/Course	Name of the College/Institution	Branch of Study	University / Board of study	Year of passing

Innovative Skills & Experience:

Domain of Applicant Company :

(As per section 2.3.2)



Company Registration No. (if any) :

General Description of Business:

(Attach separate sheet, if required)

Description of products/ services for incubation:

Specify the innovation in your products/services:

Does your company require any Governmental or regulatory approvals?

What market demands your product/ services is likely to fulfill?

Who will be your prospective customers?

Details of market research activities for the product/ service made by you:

Details of your major competitors:

What are your competitive advantages?

What are your products/ services promotion strategies?

How will you attempt to distribute your products?

Highlight the expertise that will be utilized during Incubation.

What is the source of your major raw materials (If needed)?

Financial Plan:

What is your business plan including budget details, break even point etc. for the next three years?

What sales volume and time is required for break even?

Indicate your investment requirements and source of finance?

Employment opportunities (mention number of manpower / level with remuneration etc.) during incubation period.

Promoter details (if any):

(Please enclose CV(s) of all the promoters)

Name of the Promoter :

Educational Qualification :

Designation :

Years of Experience :

Address for Communication :

Permanent Address :

Requirements of Facilities in the Incubation Centre:

Infrastructure requirement (space, workstation or PCs etc.)

Indicate special requirements from laboratory facility, etc. if required.

Specify requirement of Mentoring and other professional services/ support:

Indicate how your business might benefit from access to the Institute's resources.

If accepted as an incubatee, when would you want to start occupancy?

75/0

In addition to above, please fill the details about the requirement of facilities:

Facilities	Yes	No
Workspace		
Shared office services		
Access to specialized equipment		
Management assistance		
Business planning		
Access to finance		
Technical assistance (Testing & Quality control etc.)		
Networking support		
Branding and marketing		
Patenting		
Mentoring/ Counselling		
Technology Upgradation (R & D)/Value Addition		

Declaration:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to incubate me at NIT Hamirpur/ cancel my application/eviction from the IIEC in future, if incubated/pre-incubated. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. In consideration for my application, I agree to abide by the rules and regulations of the Institute for Innovation/Incubation/startup, applicable from time to time. I also acknowledge that my incubation may be terminated, or any offer or acceptance of incubation/pre-incubation withdrawn, at any time, with or without cause, and with or without prior notice at the option of the Institute or myself.

Name of Applicant:

Signature of Applicant:

Date:

Place:

Handwritten signature

NIT HAMIRPUR

RESEARCH & CONSULTANCY SECTION

**Format for submitting proposals for organizing
Workshop/Aseminar/Training Programme/Expert Lecture/Competition**

Type of Proposed Programme:

1. Name of Coordinator(s)/Convener:
2. Name of the Treasurer (if any):
3. Title of the proposed programme:
4. Duration & dates of the programme:
5. Nature of the Programme :
6. Objectives of the Programme:
7. Brief justification of proposal i.e. need for conducting the programme and benefits thereof:
8. Course content (please specify date-wise tentative schedule of lectures/sessions/practicals):
9. Number of participants expected to attend:
 - Details of lodging facilities available to accommodate the participants:



10. Whether any such programme has been conducted earlier? If yes give details including Title, Name of Coordinator (s), Activity dates etc.
11. Financial assistance required for conducting the Programme:
(Estimates to be given on a realistic basis along with justification, and details - use separate sheet as per the guidelines)
12. Agencies Expected to Sponsor/Finance the Event and the extent of finance:
13. Details of Probable Experts:

S. No.	Name of Expert	Affiliation	Field Interest/ Specialization	Proposed Topic to be delivered
1.				
2.				
3.				
4.				
5.				

14. Budget Estimates:

Sr. No.	Item Description	Amount in Rs.	Remarks (if any)
1.	Honorarium to the Experts/Speakers		
2.	TA/DA & stay arrangements of the Experts/Speakers		
3.	Boarding and Lodging/Hospitality to participants (Breakfast, Lunch, Dinner, Tea etc.)		
4.	Contingency, Stationery etc. (Printing of Certificates/Banner, Registration Kit, etc.)		
5.	Miscellaneous Expenses (Give Details)		
	TOTAL		

Payment to be made in digital form wherever possible.

15. Other information, if any:

Date

Signature of the Coordinator (s)