Pre – Event Proposal Form (IT Dept.)

1. **Event Title:** CSE-IT joint collaborative club activity progress / porotype presentation-seminar (Phase – I)

2. **Proposed Date, Venue, Time:** Nov. 21 – 25, 2022 (Tentative), Sir J.C. Bose Memorial Hall, 02:00 PM

3. **Objectives:**
   - Promote collaborative students' club activities towards innovative projects building, Ideation, prototype preparation
   - Competition among students' porotype presentation-seminar
   - Participation as team in IIC, SIH, Internal Hackathon etc.

4. **Details of Speaker:** NIL

5. **Chief Guest:** Dr. Mithun Chakraborty, Principal, SIT

6. **Target Audience:** CSE & IT students

7. **Proposed Program Schedule:** Nov. 21 – 25, 2022 (Tentative)

8. **Name of Convener:** Ankita Sinha

9. **Name of Coordinator:** Asit Barman

10. **Proposed Budget:**

Sr. No.	Particulars with Justification	Rate	Total	Remarks
1.	1st, 2nd and 3rd Rank holder in club activity progress / porotype presentation-seminar	500/-, 300/-, 200/-	1000/-	
2.	Certificate printing for club members	1000/-	1000/-	
4.	Tea and Misc.	1000/-	1000/-	

Grand Total: 3000/-

11. **Terms and Conditions:**

   i. The proposal should be submitted at least 7 days prior to the commencement of the event.

   ii. Invitation to the proposed Speakers to deliver a lecture should be send at least 15 days priorto the commencement of the event and acceptance letters of the proposed speakers to deliver lecture should be submitted along with the proposal.

   iii. The budgetary sanction for the proposal should be obtained at least 7 days before the event.

   iv. Post approval, the announcement of the program should be given wide publicity in the upcoming events list in the website, individual departments and Facebook page of the respective department and of the organization.

   v. Under unforeseen circumstances, if the event is cancelled/rescheduled or the Convenor/Coordinator is unavailable, alternate arrangements should be ready.

   vi. Certificate of participation will be provided only to those who have at least 90% attendance and have submitted the feedback form.

   vii. All records of papers presented, abstract of invited/expert/keynote talks, attendance, must be maintained by the coordinatorand submitted to the office of the Principal, SIT with a soft copy to IQAC, SIT within 15 days of completion of the program.