

Pre - Event Proposal Form (CSE Dept.)

1. **Event Title:** Invited talk on "Design and Analysis of Algorithm"
2. **Proposed Date, Venue, Time:** 08th September, 2022, Sir J.C. Bose Memorial Hall, 11AM
3. **Objectives:** The objective of the talk is to teach techniques for effective problem solving in computing. The use of different paradigms of problem solving will be used to illustrate clever and efficient ways to solve a given problem. In each case emphasis will be placed on rigorously proving correctness of the algorithm. In addition, the analysis of the algorithm will be used to show the efficiency of the algorithm over the naive techniques.
4. **Details of Speaker:** Dr. Amitava Nag, Associate Professor & HOD, Central Institute of Technology, Kokrajhar
5. **Chief Guest:** Dr. Mithun Chakraborty, Principal, SIT
6. **Target Audience:** CSE & IT students of all semesters
7. **Proposed Program Schedule:** 08th September, 2022
8. **Name of Convener:** Mr. Satadal Chakraborty
9. **Name of Coordinator:** Mr. Debajyoti Guha
10. **Proposed Budget:**

Sr. No.	Particulars with Justification	Rate	Total	Remarks
1.	Honorarium to Resource Persons/ Experts	3000*1= 3000/-	3000/-	
2.	Snacks & Lunch for Speaker	2000/-	2000/-	or
3.	Travel charges	6000/-	6000/-	
4.	Tea and Misc.	2000/-	2000/-	or

Grand Total: 13000/-

9000

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 prior to 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 coordinator and submitted to the office of the Principal, SIT with a soft copy to IQAC, SIT within 15 days of completion of the program.

Satadal Chakrabarty

Name and Signature of Convener

Name and Signature of Prog. Coordinator

Debayoti Guha

Anupam Mukherjee

Name and Signature of HOD

5/9/22

Name and Signature of Project Manager

5/9

Name and Signature of Accounts Officer

1/07/2022

Name and Signature Network Administrator

5/9

Name and Signature of Administrator

5/9/22

Signature of Principal