



MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

PROPOSAL TO ORGANIZE

**NSS ACTIVITY / CULTURAL ACTIVITY / SPORTS ACTIVITY / FDP/ STTP/ WORKSHOP /
CONFERENCE / SEMINAR / INDUSTRIAL VISIT**

Title of the Event	:			
Organizing Department	:			
Sponsored by	:			
Date(s) of the Event	:			
No. of Days / hours	:		Hours:	
Mode of Conduct	:	Offline:	Online:	
Time	:			
Overview of the Event	:			
Objectives of the Event	:			
Expected Outcome(s) of the Event	:			
Target Group	:			
Name (s) of the speaker / Guest / Resource Person*	:			
SDG addressed	:			
POs / PSOs Addressed	:			
Contact Information of the coordinators	:			
Convener / Co-Convener		HoD/DEAN		
Remarks by the Director				
Approved / Not Approved		DIRECTOR		



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*Enclose profile of Speaker / Guest / Resource Person

Enclosures:

1. Brochure / Flyer

2. Dining Hall Arrangements

Budget Details:

S.NO	Item Description	Amount per person or Item in Rs. Total Amount in Rs. Remarks (If any)	Total Amount in Rs. Remarks (If any)	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	Geotagged photos and videos of the program for records			
6	Travel (if some visit is planned)			
7	Course Material, stationery, and consumables			
8	Any other/ Moments to all resource Persons			
TOTAL				
The Amount of Advance required conducting the program:				

*The Travelling Allowance (TA) and Daily Allowance (DA) details are enclosed as an annexure.