

**INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH**

**National and International Seminar (NIS) Division**

**Application for Organising Seminar/Conference in India**

<b>1.</b>	<b>Name of the Convener</b>		
<b>2.</b>	<b>Present Position and Institutional Address</b>	Convener's Mobile Convener's Telephone Convener's Email	
	<b>Mailing Address of the Convener</b>		
<b>3</b>	<b>Date of Birth of the Convener</b>		
<b>4</b>	<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/> Transgender <input type="checkbox"/>
<b>5</b>	<b>Indicate whether Convener belongs to</b> <i>(Tick one or more boxes, as applicable. Enclose relevant certificates)</i>	SC <input type="checkbox"/>	ST <input type="checkbox"/>  Person with Disability <input type="checkbox"/>
<b>6</b>	<b>University/Institutes/Organisation from where the application of the seminar/conference is forwarded</b> <i>(Please give complete address)</i>	Phone no.	Fax:
<b>7</b>	<b>Type of Institution from where the seminar proposal is being forwarded</b>	Central University <input type="checkbox"/> State University <input type="checkbox"/> ICSSR funded/Recognized Research Institute <input type="checkbox"/> Other public funded research institute <input type="checkbox"/> Other (please specify) ----- ----- -----	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

8	<b><i>Educational Qualification and academic attainment of the Convener</i></b> (Please enclose a brief CV (3-4 pages) as Annexure II and Caste certificate as Annexure II A)																			
9	<b><i>Indicate if Convener has received any ICSSR grant previously</i></b>  (Please tick)	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center; width: 20%;"><b>Completed</b></th> <th style="text-align: center; width: 20%;"><b>Ongoing</b></th> </tr> </thead> <tbody> <tr> <td>Research Projects</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Fellowships</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Seminar Grant</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>International Travel</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Publication Grant</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		<b>Completed</b>	<b>Ongoing</b>	Research Projects	<input type="checkbox"/>	<input type="checkbox"/>	Fellowships	<input type="checkbox"/>	<input type="checkbox"/>	Seminar Grant	<input type="checkbox"/>	<input type="checkbox"/>	International Travel	<input type="checkbox"/>	<input type="checkbox"/>	Publication Grant	<input type="checkbox"/>	<input type="checkbox"/>
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10	<b><i>If completed, specify</i></b>	Date of Completion <input style="width: 150px; height: 15px;" type="text"/>  Report submitted      Yes <input type="checkbox"/> No <input type="checkbox"/>																		
11	<b><i>Theme of the Seminar / Conference</i></b>																			
12	<b><i>Proposed Dates of Holding the Seminar / Conference</i></b>																			

Declaration

If any of the above information supplied by me is proved to be incorrect the seminar grant may be cancelled.

Place:

Date:

**Signature of the Convener**

## **Annexures /Checklists for Seminar Grant Application**

(Please see **GUIDELINES FOR AWARD OF SEMINAR GRANT**)

1. Abstracts Form of Seminar Proposal as Annexure I
  2. Brief CV of the Seminar Convener (3-4 pages) as Annexure II
  3. Duly attested SC/ST/PWD certificate as Annexure II A
  4. Concept Notes with Sub-themes (500-1000 words) and the tentative session-wise programme as Annexure III A and III B, respectively.
  5. List of National and International paper presenters and speakers as Annexure IV
  6. Confirmation letters/emails from the international speakers and paper presenters as Annexure IVA. Confirmation letters/emails from the national speakers and paper presenters as Annexure IV B, in case amount sought from ICSSR is Rs.5 lakhs and above.
-

**Forwarding Letter**

*(Through Head of the Institution/ Registrar in case of University)*

The Director,  
National and International Seminars Division  
Indian Council of Social Science Research (ICSSR)  
JNU Institutional Area  
Aruna Asaf Ali Marg,  
New Delhi 110067

The \_\_\_\_\_  
(Name of the organization) forwards application of \_\_\_\_\_  
(Name of the Convener) for the financial assistance for organizing seminar / conference on the  
theme -

\_\_\_\_\_  
\_\_\_\_\_

with an undertaking that this organization agrees to administer and manage the ICSSR Seminar Grant and provide basic infrastructural facilities for the above-mentioned seminar.

The institution shall be responsible for submitting the audited statement of accounts and utilization certificate for the grant received by it, for this purpose.

Signature

(Seal)

Place: Name: \_\_\_\_\_

Date: Designation: \_\_\_\_\_

**ABSTRACT OF SEMINAR PROPOSAL**  
**Annexure I**

1.	<b>Application for holding</b>	International Seminar <input type="checkbox"/> National Seminar <input type="checkbox"/> Collaborative Seminar <input type="checkbox"/>
2.	<b>Theme of Seminar</b> <i>(Please enclose the Concept Note with sub-themes and tentative session-wise programme as Annexure IIIA and IIIB)</i>	
3.	<b>Proposed Dates and venue</b> <i>(Applications must reach ICSSR at least three months before the proposed dates of holding the seminar)</i>	Dates:  Venue:
4.	<b>Number of participants</b> <i>(Please enclose list of all the paper presenters as Annexure IV and Confirmation letters from paper presenters as Annexure IVA (international) and Annexure IVB(national), in case of grant request of Rs.5 Lakhs &amp; above)</i>	International <input type="text"/> Indian (Local) <input type="text"/> Indian (Outstation) <input type="text"/>
5.	<b>Estimated Total Budget</b> <i>(In Rupees)</i>	
6.	<b>Grant required from ICSSR under admissible expenditure heads</b>	Domestic travel <input type="text"/> International Travel <input type="text"/> Accommodation <input type="text"/> Food expenses <input type="text"/> Honorarium to paper writers <input type="text"/> Contingency/Office expenses <input type="text"/>

7.	<b>Total Grant expected from the ICSSR (in Rs.)</b>					
8.	<b><i>Grant expected from other agencies</i></b>	<table border="1"> <thead> <tr> <th data-bbox="643 226 997 268">Name of the Organization</th> <th data-bbox="997 226 1516 268">Amount sanctioned/sought</th> </tr> </thead> <tbody> <tr> <td data-bbox="643 268 997 510"> </td> <td data-bbox="997 268 1516 510"> </td> </tr> </tbody> </table>	Name of the Organization	Amount sanctioned/sought		
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I hereby certify that the above Information is correct to the best of my knowledge and that I shall abide by the Terms & conditions as laid down in the guidelines of the Scheme,

Signature of the Convener

Date:

Name (block Letters)