

Programme details

Part-A

1.	Category	National/Regional Seminar/Workshop/Orientation
2.	Theme/Title	
3.	Tentative Date/Duration	
4.	Venue	
5.	Residential/Non-Residential	<i>With reference to participants' accommodation</i>
6.	Detail of Local Coordinator	
7.	Organising institution's detail	
8.	Other collaborating institution/NGO detail (if any)	
9.	Nature and No. of expected participants	

Programme details

Part-B

- 1. Theme/Title of the Programme:**
- 2. Category, Duration, Residential/Non-residential details:**
- 3. Concept Note (in 500-1000 words):**
- 4. Importance/Rationale (in 300-500 Words):**
- 5. Key Objectives (point-wise in bullets):**
- 6. Sub-themes of the Programme (related to dedicated sessions/issues to be covered)**
- 7. Expected Outcomes (point-wise in bullets)**

Programme details

Part-C

Tentative Programme schedule

(Day-wise, session-wise, theme-wise etc.)

<i>Day</i>	<i>Session</i>	<i>Topic/Theme</i>
First	Session-1	Inaugural
	Session-2	
	Session-3	
	Session-4	
Second	Session-1	
	Session-2	
	Session-3	
	Session-4	

Programme details

Part-D

Plan of Coverage/Publicity of the Programme

1.	Which of these will be used for general publicity of the programme?	Face-to-face interaction Institutional Website Email Twitter Facebook WhatsApp Instagram Print media Electronic media Other modes
2.	How will the programme information/invitation will be shared with the target participants?	
3.	Strategy for media coverage before the programme (Print, TV, website, other digital platforms)	
4.	Strategy for media coverage during/after the programme (Print, TV, website, other digital platforms)	

Programme details

Part-E

CV of the Local Coordinator/Joint-Coordinators

Part-F

Tentative Budget

Title of the Programme:

Category:

Total Duration (No. of days):

Place (with Name of the State/UT):

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>S.No.</i>	<i>Particulars</i>	<i>Number</i>	<i>Rate</i> <i>(max. limit)</i>	<i>Days</i>	<i>Amount</i>
1.	Honorarium to the Resource Persons				
2.	TA/Local conveyance of the Resource Persons				
3.	Accommodation for Resource Persons				
4.	Accommodation for outstation participants				
4.	Refreshment, Working lunch, etc.				
5.	Stationary				
6.	Miscellaneous				
	Total				

All expenditures should be as per actuals, not exceeding the maximum limit.

Part-G

Undertaking/Acceptance letter

To
The Chairman
Bharatiya Bhasha Samiti
Ministry of Education, Govt. of India
'A' Wing, 3rd Floor, Vishwakarma Bhawan
Shaheed Jeet Singh Marg, Katwaria Sarai,
New Delhi-110016

The institution _____ is willing to organise seminar/workshop/orientation in collaboration with the Bharatiya Bhasha Samiti on the theme _____.

For this, the following person(s) is/are assigned the duty of local coordinator/joint-coordinators:

(Name, designation, mobile no., email)

The institution agrees to administer and manage the fund sanctioned by the Bharatiya Bhasha Samiti for aforementioned programme and provide basic infrastructural facilities and logistical support for the same.

The institution shall be responsible for submitting the utilization certificate for the fund received by it, for this purpose within a week from the completion date of the programme.

The following account no. is authorised to receive the fund for organising the programme.

A/C Number	
A/C Holder's Name	
IFSC	
Bank Name	
Bank Branch Address	

**Signature of the Administrative Head/
Registrar/ Principal/Director**
(with name, stamp and contact details)

Place:

Date: