|  |  |  |
| --- | --- | --- |
|  | **GOVERNMENT OF SINDH****SINDH HIGHER EDUCATION COMMISSION**F-60/1, Near Abdullah Shah Ghazi Shrine, Shahrah-e-Attar, Clifton, Block–4, Karachi — Phone: 021-99332669-71info@sindhhec.gov.pk, [www.sindhhec.gov.pk](http://www.sindhhec.gov.pk) |  |
|  |  |

**APPLICATION FORM**

**GRANT FOR ORGANIZING NATIONAL /INTERNATIONAL CONFERENCE /SEMINAR / SYMPOSIUM-2023-24**

|  |
| --- |
| **1. DETAILS OF EVENT** |
| Title: |  |
| Venue: |  |
| Date(s) |  |
| Scope of the Event |  |
| Relevance and Scientific Significance of the Event with Reference to Existing National Needs |  |
| Collaborating Institutions (Sindh HEC encourages collaborations among institutions working in similar disciplines) |  |
| No. of Local Participants:Faculty Members of Universities across Pakistan | List may be attached as Annexure I |
| No. of Foreign invited speakers: | List may be attached as Annexure II |
| No. of National invited speakers: | List may be attached as Annexure III |
| No. of Organizing Committees | List may be attached as Annexure IV |
| Benefits to Pakistan | List may be attached as Annexure V |
| Themes of the Symposium | List may be attached as Annexure VI |
|  |  |
| **2. DATA OF ORGANIZER:** |
| Organizing Agency: |  |
| Patron |  |
| Name of Principal Organizer: |  |
| Designation: |  |
| Department / Institute: |  |
| University: |  |
| Postal Address: |  |
| Phone & Fax: |  |
| Email ID: |  |
|  |  |
| **3. BUDGET OF THE EVENT:** *(Sub-heads can be changed with event requirements)* |
| ***Head of Expenditure*** | ***Amount*** | ***Details*** |
| Air Travel for Invited Speakers |  |  |
| Remuneration for Invited Speakers |  |  |
| Accommodation for Invited Speakers |  |  |
| Entertainment *(Lunch & Tea Only)* |  |  |
| Publication |  |  |
| Stationery *(Only Consumable Items)* |  |  |
| Conference Gifts |  |  |
| Contingencies |  |  |
| **Grand Total** |  |  |
| **In Words:** |
|  |
|  |
| **4. DETAILS OF FUNDING FROM OTHER SOURCES:** |
|  |  |  |
| ***Names of other funding agencies*** | ***Amount (Rs.)*** | ***Status*** |
|  |  |  |
|  |

|  |
| --- |
|  |
| **5. GRANT DESIRED FROM SINDH HEC** |
|  | **Head of Expenditure** | **Amount** |  |
|  | Total Expected Expenditure |  |  |
|  | Earning from Registration from local and international participant |  |  |
|  | Total Requested from Sindh Higher Education Commission |  |  |
|  |  |  |  |
|  |  |  |  |
| **6. UNDERTAKING BY THE PRINCIPAL ORGANIZER** |
| On behalf of the Organizing Agency and Working Committees, I hereby undertake and affirm that:* If the grant is provided, I shall be responsible for its proper utilization and submitting the accounts of expenditure against the grant for its adjustment, duly audited by the university audit, immediately after concluding the event.
* I shall ensure the acknowledgement of Sindh HEC contribution in the proceedings of the event.
* In case of cancellation or postponement, I shall be responsible for timely intimating Sindh HEC and will arrange for immediate refund of the grant provided.

 SIGNATURE OF PRINCIPAL ORGANIZER WITH OFFICE STAMP & DATE |
|  |
|  |
| **7. RECOMMENDATIONS FROM VICE-CHANCELLOR** |
| I agree and support the event to be convened and strongly recommend the quantum of financial assistance, as requested through this form. SIGNATURE OF VICE CHANCELLOR WITH OFFICE STAM AND DATE |
|  |
|  |

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| **ANNEXURE I** |
|  |
| **Local Participants - Faculty Members of Universities across Pakistan**  |
|  |
| ***S. NO.*** | ***NAME*** | ***UNIVERSITY***  |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| **ANNEXURE II** |
| **SPEAKERS INVITED FROM FOREIGN COUNTRY** |
|  |
| ***S. NO.*** | ***NAME*** | ***UNIVERSITY***  |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

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| **ANNEXURE III** |
|  |
| **SPEAKER INVITED FROM COUNTRY (ACROSS PAKISTAN)**  |
|  |
| ***S. NO.*** | ***NAME*** | ***UNIVERSITY***  |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

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| **ANNEXURE IV** |
|  |  |  |
| **ORGANIZING COMMITTEE** |
| **S. No.** | **Name and Designation, Department,****University of Person** | **Role in Event Management** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
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| **ANNEXURE V** |
|  |  |  |
| **THEME OF SYMPOSIUM**  |
|  |
| **SUB-THEMES** |
| ***S. No*** | ***Name of Theme*** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
|  |  |
| **ANNEXURE VI** |
| **BENEFITS TO PAKISTAN** |
|  |