



DEVI AHILYA VISHWAVIDYALAYA, INDORE

Application Form for Seminar/Workshop/Conclave Proposal

Institute/Department/School/Centre -----

1. Title of the Seminar/Workshop/Conclave

1.a Provide a concise, clear and engaging title that reflects the content of the event.

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2. Organizer Details

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| 2.a | Name of the Department | |
| 2.b | Contact Person | |
| 2.c | Email/Phone Number | |
| 2.d | Website (if applicable) | |

3. Objectives

3.a Briefly describe the primary goals and objectives of the seminar/workshop. What do you aim to achieve?

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3.b A brief overview of how this seminar/workshop will contribute to the DAVV's vision and mission and towards distinctiveness

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3.c Contributing to following SDGs (list the names):

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4. Target Audience

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| 4.a | Specify who the intended participants are (e.g., students, professionals, beginners, experts). | |
| 4.b | Define any prerequisites or qualifications needed. | |
| 4.c | Estimated number of participants & Resource Persons | |

5. Duration & Schedule

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| 5.a | Proposed Date(s) | |
| 5.b | Duration (e.g., 1 day, 2 days, etc.) | |
| 5.c | Time (e.g., 9:00 AM - 4:00 PM) | |
| 5.d | Provide a tentative schedule with breaks | |

6. Venue/Mode (Offline on Site/Online/Hybrid)

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|-----|---|--|
| 6.a | Provide information about where the event will take place. | |
| 6.b | Specify whether it is a physical venue or an online platform (e.g., Zoom, Google Meet, etc.). | |

7. Seminar/Workshop Content & Topics

Provide a detailed description of the topics sessionwise that will be covered during the seminar/workshop and break down the content into sessions or modules, if applicable. (Attach Sheet)

8. Methodology

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| 8.a | Describe the format of the seminar/workshop (e.g. lecture, hands-on activities, interactive session/Q&A, group discussions, case studies). | |
| 8.b | Mention any special tools, software, or resources participants may need. | |

9. Speaker(s)/Facilitator(s)

Provide details about the speaker(s) or facilitator(s) of each session in a separate sheet in the following format

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|-----|---------------------|--|
| 9.a | Name | |
| 9.b | Designation | |
| 9.c | Qualification | |
| 9.d | Experience | |
| 9.e | Contact Information | |
| 9.f | Resume (Attach) | |

10. Budget

10.a Attach a detailed breakdown of the estimated costs (e.g., honorarium, materials, Certificates, accommodation, venue, refreshments, TA/DA, local conveyance, contingency etc. in a tabular form).

10.b If there is a fee for participants, mention the amount and the mode of payment.

10.c Mention, if any grant is received.

10.d Mention Budget Head and Fund remaining from the Budget of the DAVV

11. Expected Outcomes

11.a Outline the anticipated outcomes for participants, such as knowledge gained or skills developed.

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12. Evaluation

12.a Specify how the success of the seminar/workshop will be measured (e.g., feedback forms, quizzes, impact analysis,).

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13. Conclusion

13.a Summarize the importance of the seminar/workshop and how it will benefit the participants and the broader community.

14. Attachments (if any)

14.a Include any additional supporting documents (e.g., speaker profiles, detailed agenda, previous event photos, etc.).

15. Organising Team

15.a Name all the members including students who would be involved to organise the seminar/workshop

| S.No. | Name | Designation | Department | Phone No. |
|-------|------|-------------|------------|-----------|
| | | | | |

16. Flyer

16.a Attach a draft social media flyer for the event including links or QR codes on the flyer for easy access to registration or event details online

17. Recommendation of Head/ Director with signatures

17.a Provide recommendation of Head/ Director with signatures

18. Signature(s) of proposer(s).

Name

Designation

Signature