



Ref. No.: SVDU/DSSW/\_\_\_\_/2025-26

**November 22, 2025**

**Application Form for Organizing Academic Event**

**1. Basic Information:**

Name of Organizing Institute / Department / Section / Cell	
Title / Theme of the Event	
Type of Development Program*	
Type of Event**	
Level of Event***	
Date/s of the Event	
Duration of the Event****	
Objective of the Event	
Probable Outcome of the Event	
Name of Organizing Chairperson	
<ul style="list-style-type: none"> <li>• Name of Organizing Secretary</li> <li>• Contact No.</li> <li>• Email Id</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
Target Audience	
Proposed Registration Fee per Delegate	
Expected Number of Participants	
Event Venue	
Name of Collaborators (if any)	
Name of Sponsors (if any)	

\* Professional Development Program, Faculty Development Program, etc.

\*\* Conference, Convention, Symposium, Workshop, etc.

\*\*\* International, National, State, Regional, Institutional / Institute, Local, etc.

\*\*\*\* Duration shall be One day (minimum Six hours).

**2. Details of Invited Expert/s:**

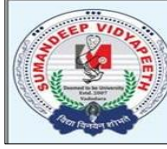
S. N.	Name of Invitee	Designation & Affiliation	Contact No.	Email Id
1.				
2.				

(Use additional sheet, if required)

**3. Financial Details (tentative):**

Income		Expenditure		
Particulars	Amount	Particulars	Amount	Account Details to Be Credited
Total Registration fees		Remuneration for Speakers		
Funding from sponsorship (1)		Travelling		
Funding from sponsorship (2)		Hotel Stay*		
Funding from sponsorship (3)		Catering*		
Funding from Collaborator		<ul style="list-style-type: none"> <li>• Miscellaneous: Banners, Flowers, Rangoli Memento</li> </ul>		

# Department of staff and Student welfare



**SUMANDEEP VIDYAPEETH**

An Institution Deemed to be University u/s 3 and 12B of UGC Act 1956  
Accredited by NAAC with a CGPA of 3.61 at 'A++' Grade in Second Cycle  
Category - I Deemed to be University under UGC Regulation 2018

At & Post: Piparia, Taluka: Waghodia, District: Vadodara, Gujarat, INDIA, Pin Code: - 391760 | Phone: - +91 2668 245262/64/66 | Mobile No.: +91 832 046 3035 | E-mail ID: director.student\_welfare@sumandeepvidyapeethdu.edu.in | commt.faculty\_development@sumandeepvidyapeethdu.edu.in | Website: - www.sumandeepvidyapeethdu.edu.in

		Folders, note pad, pens, & Certificate		
Others				
Total		Total		

**Note:**

1. Attach details of income & expenditure statement along with this form as annexure if required.
2. Generated Income to be deposited in the account of Sumandeep Vidyapeeth Deemed to be University.
3. \* Will be directly paid through Department of Finance, SVDU  
Deficit / Surplus Amount: Rs.  
Expected Funding from Institution: Rs.

Signature of Organizing Secretary

Signature of Organizing Chairperson

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Remarks & Signature of Head of Department:	
Remarks & Signature of HOI / Dean / Principal:	

For office use

Detailed Remarks & Signature of Chairperson, Student and Faculty Development Cell:	
Remarks & Signature of Director, Dept. of Staff and Student Welfare:	
Remarks of the Registrar, SVDU	
Remarks of the Vice-Chancellor, SVDU	

## Department of staff and Student welfare



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Dr. Vandana Shah,  
Director, Dep. of Student and Staff Welfare

Dr. Bhavana Dave,  
Chairperson, Student & Faculty Development Cell

