

Endorsement from the Head of the Institution

(To be given on University/ Institute/ Organization/ College/ Society Letter head)

This is to certify that:

1. Dr. / Shri _____, the Convenor of the proposed conference/ seminar/ workshop/ symposia titled
..... Is working in our University / Institute / Organization / College / Society will assume the full responsibility for organizing the same.
2. The convenor is a regular employee of our University/ Institute/ Organization/ College/ Society and working as In
department.
4. The convenor will be governed by the rules and regulations of University/ Institute/ Organization/ College/ Society and will be under administrative control of the University/ Institute/ Organization/ College/ Society for the completion of all the formalities related to the approved event.
5. The grant-in-aid by the SCIENCE & ENGINEERING RESEARCH BOARD (SERB), New Delhi will be used to meet the expenses related to the approved event only i.e. TA/DA to Young and Senior Indian Scientists, Pre-conference printing etc.
7. The University/ Institute/ Organization/ College/ Society will provide basic infrastructure and other required facilities to the convenor for implementing of the event.
8. The University/ Institute/ Organization/ College/ Society will submit materials (i.e. audited income expenditure statement, brief report of the event, copy of certificate, abstract book etc.) related to the approved event to SCIENCE & ENGINEERING RESEARCH BOARD (SERB), New Delhi after completion.
9. The University/ Institute/ Organization/ College/ Society assumes to undertake the financial and other management responsibilities of the released grant for the event.

Signature of Convener /
Organising Secretary

Signature with Seal
(Head of the Institution i.e. Registrar / Director / Principal)
(In case of University / Academic Institution)

Signature of Convener /
Organising Secretary

Signature with Seal
(President/Secretary)
(In case of Societies / Association)

Date: