

**FORMAT FOR SUBMISSION OF PROPOSAL FOR ORGANISING
POPULAR TALKS ON SCIENTIFIC TOPICS
ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL**

General Information

Name of the college	
Address for correspondence	
Title of project	Popular Talk on Scientific Topics in _____ College.
Topic of the Talk	
Name and Details of suggested Speaker(s)	1.
	2.
	3.
Expected date of the programme	
Expected completion date (Maximum 1 month)	
Details of Coordinator	Name: Designation: Department: Address for correspondence: E-mail: Ph No:
Budget summary (Total Rs. 15,000.00 only) (maximum)	Probable heads- 1. Honorarium and Conveyance to Speaker 2. Hall arrangement including Banner, PA System etc. 3. Light Refreshment 4. Contingency

(Project Coordinator)

(Name and Signature)

(Principal)

(Name and Signature with Seal)

Terms and Conditions

1. The host college/institution has the liberty to choose resource person(s) based on the chosen theme of the Popular Talk and at the same time ASTE Council may also help the college/institution in selecting resource person(s)/speaker(s) and the theme of the Popular Talk.
2. The host college/institution is required to submit the text of the presented lecture by the invited resource person(s)/ speaker(s) (in printed form, along with a soft copy in MS Word format, not in Power point presentation format) after completion of the program, failing which the sanction grant may cease.
3. The host college/institution is required to print all materials such as banners, flyers etc., for the Popular Talk mentioning the name of the Council as **“Catalyzed and supported by Assam Science Technology and Environment Council, Dept. of Science & Technology, Govt. of Assam”**.

Contents of Project Completion Report to be submitted –

1. Popular Talk completion Report including name of college, number of participants in the programme, goals and objectives achieved, innovative and demonstrative ideas employed, bank account details of the college/ institution.*
2. Utilization Certificate from the Head of the Institution.*
3. Statement of Expenditures with original vouchers etc.*
4. Details of the Resource Person(s).*
5. Detail talk delivered by the Resource Person(s)/ Speaker(s) in MS Word (in text, not in Power point presentation).*
6. Details of the Participants – Name, address, phone number, E-mail ID.*
7. Photographs (both hard copy and soft copy).*
8. List of resource materials prepared and submitted (if any).

N.B. Submission of the * marked are mandatory for smooth functioning of the Finance and Accounts works.