

**APPLICATION FORMAT FOR SUMMER/WINTER SCHOOL**  
(Coordinator shall register first on the website)

1. Name of the Coordinator, Designation and Contact details:
2. Name of the Deputy Coordinator, Designation and Contact details:
3. Name of the Institution with full address:
4. A broad area of the workshop: eg. Science, Social Science, Economics, Zoology, multidisciplinary, interdisciplinary etc.
5. Title of the summer/winter school (should be broad area):
6. Target audience: (School students/School teachers/UG students)
7. Proposed starting date:
8. Proposed ending date:
9. Total number of working days:
10. No. of participants:
11. Resource persons (Name, Designation; generally from the same host institute):
12. Topics (syllabus) to be covered: (Day and Sessionwise)
13. Budget:

S.No	Item	Amount
1	Consumables (including chemicals, essential glassware, etc.)	
2	Honorarium (for the resource persons, assistants in the laboratory, etc.) (As the resource persons are expected to be from the same institute no Travel budget is allowed; Honorarium is calculated @ Rs. 750 per one hour theory session/a practical or field session of 2 hours; if practical /field session requires two people per session it may be calculated accordingly; for Laboratory Assistants or other helpers it is calculated @ Rs. 500 per day).	
3	Working lunch, tea, snacks (Please calculate on per day, per person basis)	
4	Contingency (for stationery, photocopying, certificate printing, etc.)	
5	Overhead (20% of the total (S.No. 1-4))	
	TOTAL	

14. Expected outcome: (Not more than 100 words)
15. Declaration by the coordinator: Upload a scanned copy
16. Certificate (from Principal/Registrar) on official letterhead: Upload a scanned copy