



**DETAILS REQUIRED FOR DPS SEMINAR BY HOST FACULTY**

Name of the DPS Host Faculty :	
Name of the Speaker :	
Designation :	
Affiliation :	

<b>Seminar Type :</b>	DPS Seminar *	Yes /No	Special Seminar	Yes /No
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\* DPS seminar is only on Wednesday

**Preferred Date :**

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<b>Source of Honorarium :</b> (Note 1)	DPS Seminar Budget	Yes /No	Faculty ARF / Project	Yes /No
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<b>Budget for Local Transport :</b> (Note 2)	DPS Seminar Budget	Yes /No	Faculty ARF / Project	Yes /No
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<b>Budget for Guest House Charge :</b> (Note 3)	DPS Seminar Budget	Yes /No	Faculty ARF / Project	Yes /No
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**Note # :** Each faculty of DPS can invite **maximum Two Speakers** for DPS seminar in each financial year. DPS will take care of the guest from its seminar budget. Faculties can invite more guests and their hospitality honorarium etc. will be paid from host's ARF / project if they like.

**Note 1 :** Honorarium of Rs. 2000 /- from DPS seminar budget will be paid to each guest for maximum two speakers per DPS faculty per financial year.

**Note 2 :** DPS will take care of pick-up and drop from Kolkata to Mohanpur and return of DPS seminar guest. Maximum two speakers per DPS faculty per financial year will be supported from DPS seminar budget. For other speakers DPS can facilitate the transport and the expenses will be paid from host's ARF / project if they like.

**Note 3 :** DPS will take care of guest house charges from its budget maximum for 3 nights including the seminar day (maximum for two speakers per DPS faculty per financial year). For other speakers DPS can book the guest house and the expenses will be paid from host's ARF / project if they like.

**For Seminar Co-ordinator :**

**Laptop Needed :** Yes / No

**Seminar Date :**

**Photography :** Yes / No

**Time :**

**Laser Pointer :** Yes / No

**Venue :**

**No of Tea (after seminar) :**