

No.

Date:

**Endorsement from the Head of the Institution(In letter Head)**

**KSCSTE - Scheme for promoting Seminar/ Symposia/ Workshop**

**Programme Title:**

1. Certified that the Institute welcomes the participation of Dr/ Shri/ Smt .....of..... Department of this Institution as the Programme Convenor for the Programme..... scheduled during .....to .....
  
2. Certified that the institution will offer the basic facilities for the smooth implementation of the programme. In the unforeseen event of discontinuance by the Programme Convenor, the Head of the Institution will assume the financial and other management responsibilities for the fruitful completion of the programme.
  
3. Certified that the details furnished in the proposal are correct to the best of our knowledge and belief and that the amount of financial assistance, if granted, will be utilised for the purpose for which it is granted within the time prescribed by KSCSTE. We also undertake to abide by the rules and other conditions prescribed by the grantee.

**Place:  
Date:**

**Name and Signature  
of the Convenor**

**Name and Signature  
of Head of the  
Institution**

**(Office Seal)**