**Proforma to be submitted to PME Cell by author(s) for forwarding abstract/full paper for Presentation to the National/ International Seminar/Symposia/ Conference etc**

Date:

To

In-charge, PME Cell

 ICAR-NINFET, Kolkata

Subject:

Sir,

I am enclosing herewith an abstract entitled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” with a request that the permission may kindly be granted for submission of the same in the “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” to be held at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |
| --- | --- | --- |
| **S.No** | **Item** | **Particulars** |
| 1 | Date/Location/Venue of the symposium/ seminar/ conference etc. to be organized |  |
| 2 | Dead line/last date of submission of abstract/full paper to the organizers |  |
| 3 | Name of the society/organization |  |
| 4 | Cost of travel/boarding & lodging/fee including registration fee borne by ICAR/ Institute/ organizer/ sponsor/ self |  |
| 5 | Whether care has been taken that the publication will not leave to premature discloser in case filing of patent is envisaged |  |
| 6 | Whether the issue of plagiarism has been taken care |  |
| 7 | Whether all minimum requirements including format, introduction body, conclusion, works cited page, conventions’ (grammar and spelling) etc. for submission of manuscript have been taken care of |  |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that:

i) The data/results/schemes/ideas given in the abstract is based entirely on the work of our research work from institute funded project “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” and need not necessarily represent the views of the Institute/ICAR; and

ii) Due credit of authorship has been given to each contributor of the abstract/paper.

 (Signature with name and designation of Corresponding Author)

 (Signature of available Co-authors, if any)

Recommended and forwarded by the HoD/In-charge

(Signature of the HoD/In-charge)

Recommended and forwarded by the PME Cell In-charge

(Signature of the PME Cell In-Charge)

Approval of the Head of the Institute (Director/JD/PC/PD)

(Signature of the Head of the Institute)

PME Cell Reference No: