



**Proforma for bidding to hold
Students Indian Chemical Engineering Congress (IIChE-SCHEMCON)**

Bid for the year:

(This proforma, duly filled-in, is to be sent to the Honorary Secretary, IIChE, so as to reach him two years before the IIChE-SCHEMCON for which the bid is being made. Those signing the bid may have to present the bid in person before the Council at its meeting held during IIChE-SCHEMCON of the year in which the bid is submitted.)

1.	Name of the bidding Student Chapter	
2.	Address	
	Tel. No.	
	Fax.No.	
	E-mail :	
3.	Name and address of Student Chapter Coordinator	
4.	Name of the affiliating Regional Centre:	
5.	Name and address of Honorary Regional Secretary	
6.	Available Physical facilities	
	a) Auditorium (Yes/No with sitting capacity)	
	b) Number of Lecture rooms (for parallel sessions)	
	c) Guest House/Hotel accommodation for Council & Executive Committee and other invitees (to be provided free).	
	d) Hostel and other accommodation for the delegates (with approx tariffs)	
	e) Catering venue	
	f) Wi-Fi facility at the venue	
	g) Transport facilities (Railway network/ Bus / Station/Airport/Local transport etc)	
7.	Estimated budget (planned for ----- delegates)(in Rs.)	
	<i>Expenditure</i>	
	a) Delegates hospitality (including kit, bag/gift etc.)	
	b) Physical arrangements	
	c) Transport	
	d) Printing & Stationery	
	e) Catering	
	f) Others (Specify)	
	<i>Income</i>	
	a) Delegates registration (@ per delegate)	
	b) Sponsors/Donations	
	c) Souvenir Advertisements	
	d) Others (Specify)	
8.	Plans for raising funds	
9.	Others remarks, if any	

UNDERTAKING

We, the undersigned, representing the IIChE Student Chapter at andRegional Centre of IIChE, have read the Guidelines pertaining to the conduct of IIChE-SCHEMCONs brought by the IIChE and agree to abide by the same. We also note that in case of ending up with deficit of income over expenditure in the conduct of IIChE-SCHEMCON, it is the responsibility of the bidding Student Chapter/Regional Centre to bridge the gap. We shall agree to submit the IIChE-SCHEMCON-(Year) Bank Account Closing Certificate to the Regional Centre and Headquarters within six months after completion of SCHEMCON. In case of any differences of opinion on any aspects of conduct of the SCHEMCON, we note that the decision of the IIChE Council conveyed through the President, is final and we will abide by the same.

Further, we note that as per the decision of the Council in its 2nd meeting held on 29.02.2020 at Kolkata adopted the resolution that minimum amount of Rs. 2,00,000/- (Two lakhs) or 50% of the surplus whichever is higher should have to be paid to the Headquarters by the IIChE-SCHEMCON organizer.

Name of Honorary Regional Secretary

Name of Student Chapter Coordinator :

Signature:

Signature:

Date:

Date :

N.B.: The above undertaking should be submitted separately in a non-judicial stamp paper (Rs.100/-) after receiving the approval letter from IIChEHQ.