

FORM
For Submitting
Proposal for Hosting All India Commerce Conference of Indian Commerce Association

To:
The Secretary
Indian Commerce Association

Subject: Submission of Proposal for Hosting All India Commerce Conference of Indian Commerce Association

Dear Sir,

I _____ (name) on behalf of our University propose to host the Annual Conference of the Indian Commerce Association (ICA) scheduled to be held in the year ____ at our Campus singly or in association with _____.

I hereby nominate Prof./Dr _____ Designation _____

Address _____

as conference secretary for the said Annual Conference. Please find attached herewith, an undertaking from the proposed Conference Secretary that s/he has attended three out of last five annual conferences of ICA held during the last five years. (Annexure I).

I hereby agree to conform to the following terms and conditions as laid down by ICA in this behalf:

The host Institution shall be obliged to pay to the ICA:

1. a sum of Rs.50000/- (Rupees Fifty thousand only) to the ICA at the time of the Conference and a sum of Rs. 400/- (Rupees Four hundred only) per delegate out of the Delegate's Fee
2. With effect from the 70th Conference, the delegate fee rates are as follows:
 - Delegate Fee Rs. 2000/-
 - Accompanying Person Delegate Fee Rs. 2000/-
 - Late Registration Fee Rs. 500/-
 - Research scholars who have Fellowship like JRF, SRF, etc., Rs. 2000/-
 - Research Scholars (Without Fellowship/Grant) Rs.1200
(40% Concession in Delegate Fees)
 - Delegates who are not the life members of the ICA shall be charged additional Rs. 1000/- as annual membership of the ICA at the time of conference. The Annual membership fee received at the time of Conference shall be remitted to the ICA.
 - Accommodation will be provided to Life Members of ICA only
3. The host Institution shall host an EC meeting one day before the date of the conference as per the resolution of ICA which means 5 days lodging and boarding to EC members:

4. The Office Bearers will hold a meeting at the Conference venue to assess and examine the progress of and preparations for the Conference, nearing the conference dates. This meeting will be hosted by the host institution for which the boarding and lodging expenses shall be borne by the hosts.
5. ICA protocols shall be strictly followed by the host Institution in hosting of the conference as specified in the Guidelines for Hosting and conduct of Annual Conference of ICA (copy of which is available on website of ICA: www.icaindia.in). The said protocol can be suitably adjusted in case the Chief Guest/Guest of Honor is the President of India/ Governor/ Lt. Governor of a State.
6. The University sponsoring the proposal have commerce or management faculty/department
7. The Conference Secretary is faculty in the university sponsoring the proposal or is faculty in the affiliated college of the university sponsoring the proposal.
8. Other requirements and necessities desired in this direction which will be conveyed to the Conference Secretary in due course of time shall be strictly followed.

Looking forward to the kind approval of ICA in giving us the honor of hosting the_____ (Serial Annual no.) Annual Conference of ICA.

Thanking you, and with regards.

Sincerely yours

Signature

(Name)

Vice-Chancellor

Name of the University

Address of the University

Mobile No.

Email id

Seal

Annexure I

I _____(name) life membership no. of ICA_____designation

_____Office address_____

do hereby undertake that I have attended a minimum of three annual conferences of ICA held during the last five years namely beginning from:

1. Sl. no. of the Annual Conference of ICA _____ place of the conferece _____, date/year of the conference _____ .

2. Sl. no. of the Annual Conference of ICA _____ place of the conferece _____, date/year of the conference _____ .

3. Sl. no. of the Annual Conference of ICA _____ place of the conferece _____, date/year of the conference _____ .

4. Sl. no. of the Annual Conference of ICA _____ place of the conferece _____, date/year of the conference _____ .

5. Sl. no. of the Annual Conference of ICA _____ place of the conferece _____, date/year of the conference _____ .

If the above information is found to be incorrect then my life membership of ICA shall be deemed to have been cancelled.

(Name)

Designation

Office Address

Mobile No.

Email id