**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-CMFRI, Kochi

**Subject: Submission of abstract/full paper for presentation to the national/ international seminar/ symposia/conference etc.**

**Sir,**

I/we are/am enclosing herewith an abstract/full paper entitled,

“**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**”

with a request that permission may kindly be granted for submission of the same in the “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” national / international seminar/ symposia/conference/Others (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Particulars** |
| 1 | Details of the symposium/seminar/conference etc.to be organized  |  |
| Date |  |
| Location  |  |
| Venue |  |
| 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 |  |

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Particulars** |
| 5 | Whether care has been taken that the publication will not leave to premature discloser in case filing of patent is envisaged | Yes/No |
| 6 | Whether the issue of plagiarism has been taken care of  | Yes/No |
| 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  | Yes/No |

I, Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_certify that:

1. The data/results/schemes/ideas given in the abstract/paper is based entirely on the work of my/our research work and need not necessarily represent theviews of the Institute/ICAR; and
2. Due credit of authorship has been given to each contributor ofthe 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)**

Recommended and forwarded by Joint Director

**(Signature of Joint Director)**

Approval of the Head of the Institute

**(Signature of the Head of the Institute)**

**PME Cell Reference No. ................**