



## **GUIDELINES FOR RESEARCH WORKSHOPS/SEMINARS/SYMPOSIA AND CONFERENCES IN COLLEGES.**

### **1. INTRODUCTION**

The scheme provides financial assistance to institutions for organizing Workshops/Seminars/Symposia and Conferences at National and International Level in various fields. Further, the scheme intends to promote high standards in Colleges by way of extending facilities to teachers and researchers by providing a forum for sharing their knowledge, experiences and research.

### **2. OBJECTIVE**

The basic objective of the scheme is to bring together academicians and experts from different parts of the country and abroad to exchange knowledge and ideas. This will provide an indepth analysis of subjects and update the knowledge of the participants from academic as well as research institutions.

### **3. ELIGIBILITY/TARGET GROUP**

Financial assistance under the scheme is available to all Colleges, which come under the purview of Section 2(f) and are fit to receive central assistance under Section 12 (B) of the UGC Act, 1956.

### **4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME**

The nature of assistance available under the scheme to Colleges will be under the following categories:

#### **4.1 SEMINARS**

The participants may be provided free boarding and lodging by the host institutions wherever it is possible. Participants may be charged registration fees. The daily expenditure on foreign participants should not exceed Rs. 1,000 per day per head for boarding and lodging. However, payment for travel from outside India is not permissible under this scheme. Foreign participants expenditure can be incurred on travelling allowance only for travel within India. Travelling allowances for out-station participants may be limited as per College rules where the seminar is being organized. The maximum assistance under the category 'Seminar' is limited to Rs. 70,000/- only.

#### **4.2 STATE AND NATIONAL LEVEL CONFERENCES**

A College may organize upto two State/National Level Conferences, in a year. The TA/DA norms and other charges for local and out-station participants will be the same as in the case of Seminars mentioned in item 4.1 above.

The UGC assistance in case of State Level Conferences should be limited to Rs. 80,000/- and that for a National Level Conference to Rs. 1.00 lakh.

#### **4.3 INTERNATIONAL CONFERENCES**

An International Conference may be organized once in a year by a College with prior clearances from the Ministry of External Affairs, Government of India. A certificate from the Government of India must be enclosed along with the proposal. The participation of foreign delegates is a must.

The UGC assistance will be of Rs. 1.5 lakh only.

#### **4.4 CEILING OF FINANCIAL HELP BY UGC**

- i. Regional Level Seminar/Workshop Rs. 70,000/-
- ii. State Level Conference/Workshop Rs. 80,000/-
- iii. National Level Conference/Workshop Rs. 1.00 lakh
- iv. International Level Conference/Workshop Rs. 1.50 lakh

#### **5. PROCEDURE OF APPLYING FOR THE SCHEME**

The Colleges who wish to avail financial assistance under this scheme should submit their proposal in the prescribed proforma (**Annexure-I**) at least six months before the proposed date of the seminar to the UGC Regional Offices located at Bhopal, Kolkata, Guwahati, Hyderabad, Bangalore and Pune. The Colleges in the northern region including Delhi may apply to the UGC, Northern Regional College Bureau, 35 Ferozshah Road, New Delhi. Funds once released/sanctioned for organizing the particular seminar/conference/symposia and workshop cannot be utilized for any other programme.

The proposal may be sent any time during the year. The Commission will consider the proposals, in the month of June/December depending on the numbers of proposals received.

#### **6. PROCEDURE FOR APPROVAL**

The Expert Committee will consider the proposal for Seminar/ Conference/ Workshop/ Symposia and the final decision will be taken by the regional offices keeping in view the recommendations made by the Expert Committee and the availability of funds for the scheme.

While sending the proposal a copy of the statement of expenditure and utilization certificate for any grant sanctioned earlier by the UGC, if the College had taken assistance under this scheme should be furnished to the UGC.

In case the event is cancelled, the funds will be returned back to the UGC immediately. Prior permission of the UGC is required in case the date (s)/venue for the seminar are changed. Prior provision for the UGC sponsorship is also essential.

#### **7. PROCEDURE FOR RELEASE OF GRANTS**

After the Commission's approval of the proposal, the approval letter for the Seminar/Symposia/Conference and workshop will be sent to the College along with the first instalment of the 90% of the total grant sanctioned. The amount released can be spent under the approved heads/items within the approval allocation under these respective heads/items.

The second instalment of the sanctioned grant will be released on the receipt of (i) the details of participation/paper presentation, (ii) duly audited utilization certificate of the first instalment, which must be signed by the Convener/ Head, of Institution (Principal of College) (iii) two copies of proceedings.



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5. DATES From  To  Total No. of days

6. VENUE

7. NAME AND ADDRESS OF ORGANIZING COLLEGE

College Name:

Department:

Address:

Email

PIN:

8. NAME & DESIGNATION OF CONVENOR

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9. DESIGNATION OF OFFICIAL EMPOWERED TO RECEIVE FINANCIAL GRANTS (GRANTS WILL BE RELEASED ONLY IN FAVOUR OF HEAD OF INSTITUTION):

10. BROAD DETAILS OF ESTIMATED EXPENDITURE: (In Rupees)

- a. TA/DA for Young Teacher (below 45 years) (Indian)
- b. TA/DA for Resource Person (Indian)
- c. Pre-conference printing (Announcements, abstracts, etc.)
- d. Publication of Proceedings
- e. Stationery
- f. Secretarial Assistance
- g. Local Hospitality
- h. Miscellaneous

Grand Total Rs. ....

(Note: Grants if approved are released only for Items (a) to (d) by UGC).

12. ESTIMATES OF PROCEEDINGS:

- A. Will the proceedings be priced?
- B. No. of pages & copies to be printed :
- C. Approximate price of proceedings (Rs. ) :
- D. Estimated cost of printing (Rs. ) :
- E. Estimated income from sale of proceedings (Rs.):

13. DETAILS OF INCOME:

Sources	Amount requested	Amount committed or received	Items for which grant requested
A. FROM:	OTHER	FUNDING	AGENCIES

- (a)
- (b)
- (c)
- (d)

B. (a) By Registration:

(b) By Advertisement:

(c) Contribution by other Society/Institute:

Total:

#### 14. FINANCIAL ASSISTANCE REQUIRED FROM UGC FOR THIS ACTIVITY

Specific items of expenditure	Amount(Rs.)
(a)	
(b)	
(c)	
(d)	
	-----Total

#### 15. DETAILS OF PREVIOUS GRANT RECEIVED BY ORGANIZING COLLEGE FROM UGC IN THE PAST:

UGC Sanction No. & Date                      Name of Activity  
(Seminar/Conference/  
Publication of Journal)  
Amount Sanctioned (Rs.)                      Please enclose the copy of UC furnished to UGC

1.

2.

3.

16. NATURE OF SEMINAR/SYMPOSIA/CONFERENCE/WORKSHOP AND NUMBER OF PARTICIPANTS EXPECTED:

Nature (Put tick mark under relevant column)	Number of participants expected to attend		
	Local	Outstation	Total
Regional			
National			
International			

a) If international, whether clearance from Government of India has been obtained?

(if Yes, please R and attach supporting document)

17. IN CASE OF INTERNATIONAL CONFERENCE KINDLY GIVE RESOURCES FOR INTERNATIONAL TRAVEL AND LOCAL HOSPITALITY:

18. BRIEF STATEMENT OF OBJECTIVE OF SEMINAR HIGHLIGHTING ITS IMPORTANCE IN NATIONAL CONTEXT (SEPARATE PAPERS TO BE ATTACHED)

a. Review state of art

b. Formulate specific programme of action with programme

c. Bring out the proceedings/papers in the subject

d. Other ( Please specify)

19. IS THIS SEMINAR HELD ANNUALLY? IF YES, PLEASE GIVE A BRIEF STATEMENT ON THE FOLLOW - UP OF THE RECOMMENDATIONS OF THE SEMINAR HELD IN PAST 3 YEARS

20. DETAILS OF PAST EVENTS ORGANIZED ON THE PROPOSED TOPIC IN INDIA. INDICATE TITLE, DATE, VENUE & BRIEF DETAILS

Signature of Applicant/Organizing Secretary

Signature of Principal of College

Place :

Date :



## Section-2

### C - CERTIFICATE

This is to certify that

a). Institution has no objection if the

Seminar/Symposium/Conference on \_\_\_\_\_ is organized

in the College premises

from

to

b). Space and other infrastructural facilities would be extended for organizing the aforesaid Seminar / Symposium /Conference

c). The funds shall be utilized for the purpose for which they are sanctioned.

Signature of the Principal of the College

Name

Address

Date

Official seal



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ANNEXURE -II

SCHEME – SEMINAR GRANT

**FEED BACK FORM**

1. UGC File No. & Date of Offer Letter
2. Name of the Convener / Organizing Secretary
3. Name and Address of the College
4. Title of the Conference
5. Dates from \_\_\_\_\_ to \_\_\_\_\_
6. Venue
7. Total no. of participants proposed and actually attended

Proposed Attended

8. No. and date of the offer letter

Letter No.	Date

9. Total amount sanctioned : Rs.

10. No. and date of sanction letter

Letter No.	Date	Grant Released

11. Total expenditure incurred in conducting the conference / seminar

12. Grant received from various agencies other than UGC for this conference/seminar

Sl.No.	Name of Agency	Grant Received
		Total

13. Details of internal revenue if any generated by the Institution / Department on account of this seminar / conference.

14. Briefly mention about the technological / academic / or any other benefit generated by conducting this seminar / conference / symposium with respect to a) the institution, b) the faculty; c) students; d) industry / society.

\_\_\_\_\_  
Name & Signature of Convenor / Organizing Secretary

\_\_\_\_\_  
Name & Signature of Principal of College



**Annexure – III**

**SEMINAR GRANT  
FORMAT FOR UTILIZATION CERTIFICATE UNDER SEMINAR GRANT SCHEME  
( FINANCIAL YEAR \_\_\_\_\_ - \_\_\_\_\_ )  
UGC File No. :**

**Name of convener :**

**Date of conference :** from ----- to -----

**Title of conference :**

S.No	Letter No. and date	Amount	Certified that out of Rs..... of grants-in-aid sanctioned during the year.....in favour of ..... under this College Letter No.....given in the margin and Rs..... on account of unspent balance of the previous year a sum Rs..... has been utilized for the purpose of ..... for which it was sanctioned and that the balance of Rs.....remaining unutilized at the end of the year has been surrendered to the University Grants Commission (Vide No.....dated .....).
1 (a)	Date of Offer Letter -----		
(b)	Grant received		
(c)	Balance to be released by UGC		

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

**Signature.....**

**Designation.....**

Name & Signature of the Convener

Name & Address of the College

**Signature (with Seal) of the Finance Officer/  
Auditor/Accounts Officer/Chartered Accountant**



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[Annexure – IV](#)

**SEMINAR GRANT  
FORMAT FOR UTILIZATION CERTIFICATE**

UGC file No. :

Title of the Conference :

Name of the Convener :

Sanction No. and Date	Grant Sanctioned	Details of expenditure Incurred Itemwise	No.of Participants	Duration of the Conference (with dates)
		Grant Received		
		Balance to be Received		

\_\_\_\_\_  
Name and Signature of  
Organizing Secretary / Convener

\_\_\_\_\_  
Name and Signature of  
Head of College with Seal

**Signature (with Seal ) of the Finance Officer/  
A. Auditor/Accounts Officer/Chartered Accountant**