

GUIDELINES FOR
ORGANISING CONFERENCES WORKSHOPS
SEMINARS IN COLLEGES
DURING ELEVENTH PLAN
(2007-2012)



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002

Website : www.ugc.ac.in

GUIDELINES FOR ORGANISING CONFERENCES WORKSHOPS SEMINARS IN COLLEGES DURING ELEVENTH PLAN

1. INTRODUCTION

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

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 in-depth analysis of subjects and update the knowledge of the participants from academic/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 STATE AND NATIONAL LEVEL CONFERENCES/ WORKSHOPS/SEMINARS:

A College may be assisted for hosting:

- (a) Annual Conference of recognized academic associations/ academic bodies.
- (b) Seminar/ Workshop/ Conference in collaboration with recognized academic associations/ academic bodies, academic/professional institutions or associations of business/ industry. **A letter from the academic association/ academic body or academic/ professional institution or association of business/ industry, as applicable, must be furnished with the application.**

There should be **Call for Papers and Delegate Participation** through academic journals/website.

A College may host up to two State/ National level activity (two State level or two National level or one State level and one National level), in a year.

The UGC assistance in case of State level activity may be limited to Rs.1.00 lakh and that for a National level activity to Rs.1.50 lakh

The participants may be provided free board 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.2000/- per day per head for board and lodging. However, payment for travel from outside India is not permissible under this scheme. For foreign participants, expenditure can be incurred on traveling allowances, only for travel within India. Traveling allowances for outstation participants may be limited as per College rules where the activity is being organized.

4.2 **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. 2.00 lakh only. For other details, Section 4.1 may be followed.

4.3 **CEILING OF FINANCIAL ASSISTANCE BY THE UGC:**

- i. State Level Conference/ Workshop/ Seminar Rs.1.00 lakh
- ii. National Level Conference/ Workshop/ Seminar Rs.1.50 lakh
- iii. International Conference/ Workshop Rs.2.00 lakh

4.4 **The grant may be used for the following items:**

- a. TA (within India) and honorarium (Rs.1000/- per day) for Resource Persons (not belonging to the organizing institution)
- b. TA (within India) for Paper Presenters

(not belonging to the organizing institution)

- c. Pre-Conference printing (Announcements, abstracts, etc.)
- d. publication of Proceedings
- e. Local hospitality, including board and lodging

(may be restricted to 25% of the total allocation from the UGC)

5. PROCEDURE OF APPLYING FOR THE SCHEME :

The Colleges which wish to avail of financial assistance under this scheme should submit their proposal in the prescribed Proforma (**Annexure-1**) to the appropriate UGC Regional Office (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 Feroze Shah Road, New Delhi. Funds once released/sanctioned for organizing a particular activity cannot be utilized for any other Programme.

A College may submit the proposal well in advance. However, proposals may be sent any time during the year. The College may conduct the activity, if it so desires, at its own risk, before the approval of financial assistance from the UGC. It is not mandatory for the Commission to accept all proposals.

6. PROCEDURE FOR APPROVAL :

The Expert Committee will consider the proposals and give recommendations. The final decision will be taken by the Commission, keeping in view the recommendations made by the Expert Committee and the availability of funds for the scheme.

In case the event is cancelled, the funds will have to be returned back to the UGC immediately. Prior permission of the UGC is required in case the date(s) and/or venue for the activity (activities) is (are) changed.

7. PROCEDURE FOR RELEASE OF GRANTS.:

After the Commission's approval of the proposal, the approval letter for the activity will be sent to the College along with the first installment of 75% of the total grant sanctioned. The amount released can be spent under the approved heads/ items within the allocation under the respective heads/ items.

The second installment of the sanctioned grant will be released on the receipt of (i) Feedback form, duly completed (ii) duly audited Utilisation Certificate of the total expenditure incurred which must be signed by the Convener/ Head of Institution (Principal of College)(iii) two copies of proceedings, to be submitted within two months after the activity.

A College may submit applications in a financial year, only if accounts of grants sanctioned during the earlier financial years have been settled.

UNIVERSITY GRANTS COMMISSION

SECTION - A

REGION/STATE:

PLEASE TICK (✓) THE APPROPRIATE ITEM

1. ACTIVITY	Conference	Workshop	Seminar
-------------	------------	----------	---------

2. GEOGRAPHICAL COVERAGE	State Level	National	International
--------------------------	-------------	----------	---------------

3. Name of Conference /Workshop/ Seminar:

4. Dates fromTo Total no. of Days

5. VENUE:

6. NAME AND ADDRESS OF ORGANISING COLLEGE :

College Name :.....

Department(s) :.....

Address :.....

E-mail :.....

Pin :.....

7. NAME &DESIGNATION OF CONVENOR/ ORGANISING SECRETARY:

.....
.....

8. BROAD DETAILS OF ESTIMATED EXPENDITURE (In Rupees) FOR WHICH FINANCIAL ASSISTANCE IS SOUGHT

- a. TA (within India) and honorarium (Rs.1000/- per day
For Resource Persons :
- b. TA (within India) for Paper Presenters :
- c. Pre-Conference printing :
(Announcements, abstracts, etc.) :
- d. Publication of Proceedings :
- e. Local Hospitality including board and lodging:
(may be restricted to 25% of the total allocation from the UGC)

(GRAND TOTAL) Rs.

9. DETAILS OF ASSISTANCE SOUGHT FROM OTHER SOURCES:

10. DETAILS OF PREVIOUS GRANT RECEIVED BY THE ORGANISING COLLEGE FROM THE UGC IN THE PAST

UGC Sanction No.& Date	Name of Activity (Seminar/Conference, etc.)	Amount Sanctioned(Rs)	Whether accounts have been settled
1.			
2.			
3.			

11. DETAILED PROPOSAL OF THE ACTIVITY

- A. Title of the activity:
- B. Background including details of past events organised on the proposed topic:
- C. Aims/ Objectives (in at least 500 words):

- D. Target audience/ participants with expected number:
- E. Details of Sessions:

Please mention themes/ topics to be covered under each Business/
Technical Session and names of Resource Persons:

- F. Expected outcome:

- 12. If International, whether clearance from Government of India has been obtained

[If Yes, please tick () and attach supporting documents]

- 13. **In case of International Conference kindly give resources for International travel:**

- 14. **In case the College is hosting Annual Conference of academic association/academic body or collaborating with any other association/ body/ institution, please attach document [as per Section 4.1(b)]**

Signature of Convenor/Organising

Signature of Principal of

Secretary

College

Place:

Date:

FEEDBACK FORM

SCHEME CONFERENCES/WORKSHOPS/SEMINARS IN COLLEGES

- 1) UGC File No & Date of Sanction Letter:
 - a) Amount sanctioned:
 - b) Amount released:
- 2) Name of the Convenor/ Organising Secretary
- 3) Name and Address of the College
- 4) Title of the Activity:
- 5) Date(s): from _____ to _____
- 6) Venue:
- 7) Total no. of participants proposed and actually attended:
Proposed _____ Attended: _____
- 8) Total no. of papers presented (with title):
- 9) No. and Date of the offer letter

Letter No	Date

- 10) Total amount sanctioned Rs. _____
- 11) Total expenditure incurred in conducting the Activity:
- 12) Grant received from various agencies other than the UGC for this Activity

Sl. No.	Name of Agency	Grant Received
	Total:	

- 13) Details of internal revenue, if any, generated by the Institution/ Department on account of this Activity:
- 14) Briefly mention about the technological/ academic or any other benefit generated by conducting this Activity with respect to a) the institution b) the faculty, c) students, d) industry/ society:

Name & Signature of Convener/
Principal of College

Name & Signature of Organizing Secretary

FORMAT FOR UTILIZATION CERTIFICATE

UGC file No.	:	
Title of the Conference/Workshop		
Name of the Convenor/Organising Secretary	:	

Sanction No. & Date	Grant sanctioned now	Details of expenditure incurred item-wise	No. of Participants	Duration of the Activity (with dates)
		1. TA and honorarium for Resource Persons 2. TA for Paper Presenters 3. Pre-Conference printing (Announcements, Abstracts, etc.) 4. Publication of Proceedings 5. Local hospitality Total:		
		Grant Received		
		Balance to be received		

.....

Name and signature of Organising Secretary/ Convener

.....

Name & Signature of Head of College (with seal)

.....

Signature (with seal) of the Govt. Auditor/ Chartered Accountant