

UGC XII PLAN GUIDELINES

FOR

**SCHEME FOR INCENTIVISATION OF TEACHERS, SUBJECT
/DISCIPLINEBASED ASSOCIATION FOR ORGANISATION OF
VARIOUS ACADEMIC & RESEARCH ACTIVITIES
DURING XII PLAN
(2012-2017)**



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION
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UNIVERSITY GRANTS COMMISSION

GUIDELINES FOR SCHEME FOR INCENTIVISATION OF TEACHERS, SUBJECT /DISCIPLINE BASED ASSOCIATION FOR ORGANISATION OF VARIOUS ACADEMIC & RESEARCH ACTIVITIES DURING XII PLAN

1. INTRODUCTION

The scheme for Incentivisation of Teachers, Subject / Discipline based Association for Organisation of various academic & research activities. The Pay Scale Regulation for teachers has put lot of emphasis on Research by way of publication of various research articles participation in Seminar, Symposia & Workshops etc. However, it has been noted with concern that there may not be sufficient fora of good journals in India in which scholars could present and/or publish papers. Subject Associations played an important role in bringing together scholars, giving them an opportunity to present papers, and publish these either in the Conference Proceedings or in journals brought out by the Associations. The UGC could support these Associations in order to help them upgrade and expand their activities. Similar support could also be provided to good quality journals being published by (university) departments and other research institutions. The Commission had taken a decision to support a few umbrella Congresses such as the Indian Science Congress and the Indian Social Science Congress but it was receiving a number of requests from others. Accordingly, during XI Plan the UGC launched a new scheme to support specific activities of Subject / discipline based Associations at the National level. The Commission has decided to continue this scheme during XII Plan.

2. OBJECTIVES

The objective of the Scheme will be to support Subject Associations in Social Sciences Humanities & Languages in organizing specified activities in order to

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Encourage teachers and researchers to Participate in Conferences/Seminars/Workshops and to present papers leading to publication, wherever possible.

3. ELIGIBILITY / TARGET GROUP

- (a) The Scheme will be open to all National Subject Associations. The Subject Associations should fulfill the following criteria to apply for the Scheme:
- (i) They should be in existence for at least five years and should be registered organizations with a Constitution, which allows for regular elections for office bearers.
 - (ii) They should provide audited statements for at least five years;
 - (iii) They should have minimum membership of 200 (Life Members plus average of three years of Annual Membership).
- (b) Regional/State Subject Associations would also be eligible to draw support from the scheme to support National/Regional Conferences, mentioned below, provided they fulfill criteria (i) to (iii) above but with a minimum membership of 50.
- (c) Universities or university departments and research institutions which bring out journals, would be eligible for the scheme for grants for supporting the publications of journals, provided these journals also meet the criteria mentioned.

4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

The following activities will be supported through the Scheme:

- (i) **Core Grant for National Subject Associations.** A core annual assistance will be provided to national level Subject Associations for secretarial support, day-to-day office expenses, communication and dissemination of their activities and

5.
outputs etc. The grant will be subject to a ceiling of **Rs. 3.00 lakh per year** and its allocation will depend upon the size of the Association as mentioned below:

- (iii) There will be three slabs of grant for Associations with Membership from 200-500, 501-1000 and 1001 and above.

200 – 500 - Rs.2.00 lakh per year

501 – 1000 - Rs.2.50 lakh per year

1001 and above - Rs.3.00 lakh per year

- (ii) **Annual Conferences of the Association.** The UGC will provide financial support for holding of the Annual Conference of the National Subject Associations and for publication of the Conference Proceedings. The maximum amount of grant under this head will be **Rupees seven lakh** except in the case of the Indian Science Congress where this ceiling will be **Rs. 20.00 lakh**. This grant will also depend upon the size of the Association i.e.

200 – 500 - Rs.4.00 lakh per year

501 – 1000 - Rs.5.00 lakh per year

1001 and above - Rs.7.00 lakh per year

The grant will be available for specified heads:

- 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)

In order to be eligible for the grant, the Associations should offer concessional registration of research scholars and Assistant Professors, not exceeding fifty percent of the normal registration fees

- (iii) **Journals.** The UGC will provide financial support to journals published by the Subject Associations as well as universities / university departments and other research institutions. The financial support under this head will be subject to a maximum of **Rupees five lakh for Academic Association and three lakh for University department or fifty percent of the audited cost of publication, distribution and dissemination of the journal whichever is less.** The actual amount of assistance will depend upon (i) the number of issues of the journal published each year; (ii) the size of the journal; (iii) the availability of electronic version. In order to be eligible for the grant, the Associations, universities and research institutions must provide certain quality assurance such as (i) refereeing procedure to be followed / being followed; (ii) journal web site; (iii) indexation of the journal in India and abroad; (iv) Minimum library/institutional subscription base of 250. The Journal should be of all India character. Further, the journal should be made available at concessional prices to universities and colleges, as well as university and college teachers, and research scholars.
- (iv) **National and Regional Conferences, Seminars as well as Workshops for upgradation of teaching and research.** National, State and Regional Subject Associations which fulfill the criteria mentioned above shall be eligible to apply for National and Regional Conferences, Seminars as well as Workshops for upgradation of teaching and research through universities or colleges. The maximum assistance available under this head will be **Rupees 2.0 lakh.** The items to be funded may be similar as mentioned for Annual Conference.
- (v) **Total Ceiling on Assistance.** Academics/Associations representing large group of subjects, such as the Indian Science Congress or the Indian Social Science Congress may be provided assistance of up to **Rs.20.00 lakh** annually. In case of other Subject or Disciplines based Associations, the assigned maximum ceiling under the four heads mentioned above will be **Rs.17.00 lakh** annually but the actual financial assistance will be determined by the (a) total financial requirement and funding expected from other public sources; (b) the criteria mentioned above. These ceilings may, however, be reviewed periodically by the Commission.

5 PROCEDURE OF APPLYING FOR THE SCHEME

The Associations / universities / research institutions who wish to avail the financial assistance under the Scheme should submit their proposals in the prescribed proforma to the UGC in advance (**Annexure-I**). The proposals may be sent twice a year i.e. June or December. The Association or Institution 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

A Standing Committee constituted by the UGC will consider the proposals and give its recommendations. The final decision will be taken by the Commission, keeping in view the recommendations made by the 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 intimation may be given to the UGC in case the date(s) and/or venue for the activity (activities) is (are) changed.

7. PROCEDURE FOR RELEASE OF GRANT

The above mentioned Scheme is for Subject Associations and only some part of their activities are conducted through universities or colleges receiving regular grants from the University Grants Commission.

Grant may be released to a host University identified by the Subject Association.

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After the Commission's approval of the proposal, the approval letter for the activity will be sent to the University/Institution alongwith the first instalment of 90% of the total grant allocated. The amount released can be spent under the approved heads / items within the allocation under the respective heads/items.

The balance 10% of the allocated grant will be released on the receipt of (i) Feedback form (**Annexure-II**), (ii) duly audited Utilization Certificate (**Annexure-III**) of the total expenditure incurred which must be signed by the Subject/Discipline Association/host University/Institution (iii) two copies of proceedings, to be submitted within two months after the activity.

Subject / Discipline Association / University / Institution may submit applications in a financial year, only if accounts of grants sanctioned during the earlier financial years have been settled.

UNIVERSITY GRANTS COMMISSION

**FORMAT FOR SCHEME FOR INCENTIVISATION OF TEACHERS, SUBJECT /
DISCIPLIN BASED ASSOCIATION FOR ORGANISATION OF VARIOUS
ACADEMIC & RESEARCH ACTIVITIES**

SECTION-A

Please tick (√) the appropriate item

1. NAME, ADDRESS OF THE SUBJECT ASSOCIATION/CONGRESS/DEPARTMENT/
UNIVERSTIY:

2. ACTIVITIES FOR EXPAND / UP-GRADATION :

- (a) Core Grant for National Subject Association :
- (b) Annual Conference etc. of the Association :
- (c) Published the Journals :
- (d) National and Regional Conference/Seminars/Workshop :
for Up-gradation of Teaching & Research

3. GEOGRAPHICAL LEVEL : State / National / International

4. NAME OF CONFRENCE / WOLRKSHOP / SEMINAR :

COVERAGE :

5. DATE : from _____ to _____ Total number of days : _____

6. VENUE : _____

7. NAME & ADDRESS OF THE INSTITUTE, WHICH WILL ORGANISE THE
ACTIVITIES:

Name of recognized University: _____

Department (s) : _____

Address (with pin code) : _____

E-Mail ID : _____

Phone Nos. : _____

8. NAME & DESIGNATION OF CONVENOR _____
ORGANISING SECRETARY:

9. BROAD DETAILS OF ESTIMATED EXPENDITURE (in Rupees) FOR WHICH FINANCIAL ASSISTANCE IS SOUGHT:

(a) Core Grant National Subject Association _____
(within the admissible maximum ceiling)

(b) Annual Conference etc. of the Association _____
(within the admissible maximum ceiling)

(i) TA/DA (Within India) and honorarium for resource person _____

(ii) TA/DA (Within India) for paper presenters _____

(iii) Pre-Conference printing (announcements, abstracts, etc.) _____

(iv) Publication of Proceedings (including books, journal reports writing out of conference papers) _____

(v) Local Hospitality including board and lodging _____

Total (i) to (v) _____

(c) Published the Journals _____
(within the admissible maximum ceiling)

(d) Conference/Seminars/Workshop for Up-gradation of Teaching & Research _____
(within the admissible maximum ceiling)

(i) TA/DA (Within India) and honorarium for resource person _____

(ii) TA/DA (Within India) for paper presenters _____

(iii) Pre-Conference printing (announcements, abstracts, etc.) _____

(iv) Publication of Proceedings (including books, journal reports writing out of conference papers) _____

(v) Local Hospitality including board and lodging _____

Total (i) to (v) _____

GRAND TOTAL (a) to (d) Rs.....

10. DETAILS OF ASSISTANCE SOUGHT FROM OTHER SOURCES :

11. DETAILS OF PREVIOUS GRANTS RECEIVED BY THE ORGNISING SUBJECT ASSOCIATION / CONGRESS :

S.NO.	UGC Sanction letter No. & Date	Name of Activity	Amount Sanctioned (Rs)	Whether accounts have been settled
1				
2				
3				
4				

12. DETAILS OF PROPOSAL /ACTIVITY :

- (a) Title of the activity
- (b) Background including details of past events organized of 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 name of Resource Persons)
- (f) Expected outcome

13. IN CASE THE INSTITUTION IS HOSTING ANNUAL CONFERENCE OF ACADEMIC ASSOCIATION / ACADEMIC BIODY OF COLLABORATION WITH ANY OTHER ASSOCIATION / BODY / INSTITUTION, PLEASE DOCUMENT

**Signature of Convenor / Organizing Secretary
Institute**

**Signature of Head of the
Institute**

Place : _____

Date : _____

UNIVERSITY GRANTS COMMISSION

SCHEME FOR INCENTIVISATION OF TEACHERS, SUBJECT / DISCIPLIN
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SECTION-B
FEEDBACK FORM

1. UGC File No. & Date of Sanction Letter : _____
 a. Amount Sanctioned : _____
 b. Amount Released : _____
2. Name of the Convenor / Organizing Secretary : _____
3. Name and Address of the Subject Association / Congress _____

4. Name & Address of the Host Institute: _____

5. Title of the Activity: _____
6. Date (s) from _____ to _____
7. Venue: _____
8. Total number of participants proposed and actually attended:
 Proposed: _____ Attended: _____
9. Total number of papers presented (with title) _____
10. Number & Date of the offer letter
 Letter No.: _____ Date _____
11. Total amount sanctioned Rs.: _____

12. Total expenditure incurred in conducting the Activity

13. Grant received from various agencies other than the UGC for this Activity

S.No.	Name of Agency	Grant Received (in Rs.)
	Total :	

14. Details of Internal revenue, if any, generated by the Institution / Department on account of this Activity.

15. Briefly mention about the technological / academic of 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 Convenor / Head
Secretary
of the Host Institution

Name & Signature of Organizing

Name & Signature of the Secretary of the
Subject Association / Congress

UNIVERSITY GRANTS COMMISSION

SECTION-C
FORMAT FOR UTILIZATION CERTIFICATE

UGC File No.:	
Title of the Conference / Workshop:	
Name of Convener / Organizing Secretary:	

Sanction No. & Date	Grant Sanction Now	Details of Expenditure Incurred (Item Wise)	No. of Participants	Duration of the Activity (with Dates)
		(a) Core Grant - (b) Annual Conference - (c) Publication the Journals - (d) Teaching & Research - (e) Seminar/workshop etc. -- TOTAL -		
		Grant received --		
		Balance to be received --		
		Grant refund / to be Returned to UGC --		

Name and signature of Organization Secretary / Convener

Name & Signature of Head of Institute (With Seal)

Signature (with Seal) of the Govt. Auditor / Chartered Account

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	
1 (a)	Date of Offer Letter _____		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).
(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**

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	No. of Participants	Duration of the Conference (with dates)
		Grant Received		
		Balance to be Received		

Name and Signature of
Organizing Secretary / Convenor

Name and Signature of
Head of College with Seal

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