

**GUIDELINES FOR  
ORGANISING CONFERENCES, WORKSHOPS,  
SEMINARS IN COLLEGES  
DURING TWELFTH PLAN  
(2012-2017)**



**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110 002  
Website: [www.ugc.ac.in](http://www.ugc.ac.in)**

## **UNIVERSITY GRANTS COMMISSION**

### **GUIDELINES FOR ORGANISING CONFERENCES, WORKSHOPS, SEMINARS IN COLLEGES DURING TWELFTH PLAN**

#### **1. INTRODUCTION**

The scheme provides financial assistance to Institutions for organizing Conferences and Workshops 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 12B of the UGC Act, 1956. It shall be mandatory for every college to get accredited by the Accreditation Agency, after passing out of two batches or six years, whichever is earlier.

#### **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 SEMINARS/ CONFERENCES/ WORKSHOPS**

A College may be assisted for hosting:

- (a) Annual Conference of recognized academic associations/academic bodies.
- (b) Conference/Workshop. Activities organized in collaboration with recognized academic associations/academic bodies, academic/professional institutions, associations of business/industry, voluntary organizations, NGOs and registered societies/trusts may be encouraged. In case of collaboration, a letter from the academic association/ academic body or academic/professional institution, association of business/industry, voluntary organization, NGO, registered society/trust, as applicable, may be furnished with the application.

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

A College may host up to five State/National level activities, during a financial year. But UGC assistance will not be given for more than one activity to a department in a financial year. However, other departments of the College are eligible to apply as per UGC norms. 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.

For State/National level activities, the participants may be provided free board and lodging by the host institutions, wherever it is possible. Participants may be charged registration fees. Traveling allowances for outstation participants may be limited as per College rules where the activity is being organized.

#### 4.3 **INTERNATIONAL SEMINAR/CONFERENCES:**

An International Conference may be organized once in a year by a College having Postgraduate department(s), which is (are) eligible for financial assistance under General Development Assistance Scheme, with prior clearance 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 limited to Rs.2.00 lakh only. The daily expenditure on foreign participants should not exceed Rs.2,000/- 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 payment of traveling allowances, only for travel within India.

#### 5. **CEILING OF FINANCIAL ASSISTANCE BY THE UGC:**

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

#### 5.1 **The grant may be used for the following items:**

- TA (within India) and honorarium (Rs.1000/- per day) for Resource Persons (not belonging to the organizing institution)
- TA (within India) for Paper Presenters, not belonging to the organizing institution (not applicable for Departmental Seminar)
- Pre-conference printing (announcements, abstracts, etc.)
- Publication of Proceedings

- e. Local hospitality, including board and lodging  
(may be restricted to 25% of the total allocation from the UGC)

## **6. 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, Bengaluru 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. Delhi Colleges may apply to Delhi Colleges Section. 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.

## **7. 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.

## **8. 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 80% 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**, (Annexure-II), duly completed (ii) duly audited **Utilization Certificate** of the total expenditure (Annexure-III), incurred which must be signed by the Convener/ Head of Institution (Principal of College) (iii) **two copies of proceedings**, to be submitted within six months after the activity.

**UNIVERSITY GRANTS COMMISSION**

**SECTION – A**

REGION/STATE: .....

PLEASE TICK (✓) THE APPROPRIATE ITEM

1. ACTIVITY : Conference/Workshop/Seminar

2. GEOGRAPHICAL COVERAGE : Departmental/State Level/National Level/  
International Level

3. Name of Conference/Workshop/Seminar:

---

4. Date(s) : From..... to.....;  
Total number of days: .....

5. VENUE :

6. NAME AND ADDRESS OF ORGANISING COLLEGE:

College Name .....

Department(s) .....

Address : .....

.....

Pin : .....

Ph.No.: .....

E-mail : .....

Name of the affiliating University: .....

7. NAME & DESIGNATION OF CONVENOR/ORGANISING SECRETARY:

.....

.....

8. BROAD DETAILS OF ESTIMATED EXPENDITURE (in Rs.) FOR WHICH FINANCIAL ASSISTANCE IS SOUGHT

- a. TA (within India) and honorarium (Rs. 1000/- per day) for Resource Persons :  
Rs.....
- b. TA (within India) for Paper Presenters :  
Rs.....  
(Not applicable for Departmental Seminars)
- c. Pre-conference printing :  
Rs.....  
(announcements, abstracts, etc.)
- d. Publication of Proceedings :  
Rs.....
- e. Local Hospitality including board and lodging :  
Rs.....  
(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

Sl. No.	UGC Sanction letter No. & Date	Title 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:  
**Yes/No.** [If Yes, attach supporting documents].

- 5 -

13. **In case of International Conference kindly give resources for International travel.**
14. A letter from academic association/academic body or academic/professional institution association of business/industry, voluntary organization, NGO, registered society/trust, as applicable, **must be furnished with the application, in case of collaboration.**

Signature of Convener/Organizing  
Secretary

Signature of Principal of College  
(with seal)

Place:

Date:

- 6 -

**FEEDBACK FORM**

**SCHEME FOR ORGANISING CONFERENCES/WORKSHOPS/SEMINARS IN COLLEGES**

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

<b>Sl. No.</b>	<b>Name of Agency</b>	<b>Grant Received</b>
1.		
2.		
3.		
	<b>Total:</b>	



- 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/  
Organizing Secretary

Name & Signature of Principal of  
College

Place:

Date:

**FORMAT FOR STATEMENT OF EXPENDITURE & UTILIZATION CERTIFICATE**

1. UGC file No.:
2. Title of the Conference/Workshop/Seminar:
3. Name of the Convener/Organizing Secretary:
4. Number of Participants:
5. Duration of the Activity (with dates):

Sanction No. & Date	Grant sanctioned now	Details of expenditure incurred item-wise	Amount (Rs.)
		1. TA and honorarium for Resource Persons  2. TA for Paper Presenters (Not applicable for Departmental Seminar)  3. Pre-Conference printing (Announcements, Abstracts, etc.)  4. Publication of Proceedings  5. Local hospitality  Total:	
		Grant Received	
		Balance to be received	

It is certified that the amount of Rs..... (Rupees.....) out of the total grant of Rs.....(Rupees.....) sanctioned to.....by the University Grants Commission vide its letter No.....dated..... under .....scheme has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission.

If as a result of check or audit objection some irregularities are noticed at a later stage, action will be taken for refund, adjustment or regularization.

.....  
Name and signature of Convener/Organizing Secretary

.....  
Name & Signature of Head of College (with seal)

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



