

GUIDELINES FOR THE ORGANIZATION OF CONFERENCES (INTERNATIONAL/NATIONAL)/SEMINARS/WORKSHOPS/WEBINARS

1. PREAMBLE

The role of a conference is to gather like-minded individuals from across the country or across the globe, to learn, discuss thoughts, network, share ideas, create new ideas, and to ignite motivation. The benefits of attending a conference are different for everyone. By attending a conference, individuals are expanding their professional and personal development, and are provided with insightful information that could not be taught internally from within the organization or online. On the other hand, the Seminars/Workshops/Webinars are the most important training and knowledge sharing mechanisms. When properly designed, they are a time and cost efficient method of producing active involvement of learners compared to individual training/learning activities. The Seminars/Workshops/Webinars are the learning and teaching arrangements which allow for active participation of participants, and they are usually conducted in small groups. In this context, these guidelines are introduced in order to provide financial assistance so as to enable the departments to organize seminars/ workshops/ conferences which will promote academic quality in the university with a proper administrative process.

2. OBJECTIVES

The scheme provides financial assistance to departments/centre for organizing Conferences and Workshops at State, National and International levels in various fields. Further, the scheme intends to promote high standards in university by way of extending facilities to teachers, researchers and students, by providing a forum for sharing their knowledge, experiences and research findings. 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. In addition, the proposed programme shall promote and encourage sharing of information amongst participants, provide educational sessions and sometimes technological displays encompassing the best and most current information in the particular field and to generate activities of professional association.

3. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

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 shall be a Call for Papers and Delegate Participation through academic journals/website. 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. The nature of assistance (maximum grants) available under the scheme to departments/constituent colleges shall be fixed as follows:

- State Level Seminar/Conference : ₹ 75,000/-
- National Level Seminar/Conference : ₹ 1,25,000/-
- International Seminar/Conference : ₹ 2,00,000/-
- Workshops/Faculty Development Programme:
 - Online : ₹ 75,000/-
 - Offline : ₹ 1,50,000/-
- Webinars (ONLINE MODE ONLY):
 - National/International : ₹ 20,000/-
 - State/Regional : ₹ 10,000/-

Duration of Programme:

In general, the minimum duration of the programme shall be as follows:

- State/National Level Seminar/Conference : Two days
- International Level Seminar/Conference : Three days
- Workshops/Faculty Development Programme : Six days
(International/National/State/Regional level)
- Webinars (International/National/State/Regional level) : One/Two days

The grant may be used for the following items:

- TA (within India and as per university rules) and honorarium of ₹. 3000/- per session for Resource Persons not belonging to the host institution.
- Pre-conference printing (announcements, abstracts, etc.)
- Publication of Proceedings
- Local hospitality, including boarding and lodging to the outstation resource persons

4. PROCEDURE OF APPLYING FOR THE SCHEME

The departments which wish to avail of financial assistance under this scheme shall submit their proposal to the university with an approval by the Departmental Council. The funds once released/sanctioned for organizing a particular activity cannot be utilized for any other Programme. A department may submit the proposal well in advance and any number of proposals shall be submitted by the department and proposals may be sent any time during the year.

5. PROCEDURE OF APPROVAL

The Expert Committee will consider the proposals and give recommendations. The final decision will be taken by the university, keeping in view the recommendations made by the Expert Committee, the availability of funds for the scheme and the number of proposals submitted by the Department. An equal priority shall be given to all the departments and the grants are allocated on a case-to-case basis. The proposal shall be evaluated by the expert committee to decide the suitability of the proposal and to suggest the quantum of financial assistance to be sanctioned and the expert committee shall consist of the following members:

- Registrar
- Dean of the concerned Faculty
- Finance Officer
- Director, IQAC
- Director, PMEB
- Deputy Registrar/Special Officer - Convener

The approval of the proposals shall be done once in three months and it is not mandatory for the university to accept all the proposals. Prior permission of the university is required in case the date(s) and/or venue for the activity (activities) is (are) changed. In case the event is cancelled, the funds will have to be returned back to the university immediately.

6. THE TERMS AND CONDITIONS FOR THE RELEASE OF GRANTS

After the university approval of the proposal, the approval letter for the activity shall be sent to the department along with the 100% of the total grant sanctioned. The department shall seek the financial assistance from the other organizations/industries also and in such cases, the assured amount shall be released in full to the organizer of the event. The amount released can be spent under the approved heads/items within the allocation under the respective heads/items. The following mandatory relevant documents are required to be submitted by the coordinator of the programme within one month of the completion of the program:-

- a) Original Statement of actual expenditure & Utilization Certificate duly signed by the Head of the Department and countersigned by Registrar/Finance Officer/Govt. Auditor.

The copies of bills/vouchers/invoices shall be digitized by respective coordinator receiving grant and uploaded scanned copies of such bills/vouchers/invoices etc., on the web-portal for availability and view at any point of time.

- b) The brochure of the programme.
- c) The geo-tagged photos of the programme.
- d) Feedback form obtained from the participants
- e) List of participants with institution details along with signed copy of the attendance sheet.
- f) Copy of the proceedings and completion report.

The above documents shall be submitted both in soft copy form and the hard copies to the university well within three months' time after completion of the programme. **The digitized documents listed above along with sanction order shall be submitted to IQAC office for accreditation purpose without fail.**