

DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, CHHATRAPATI SAMBHAJINAGAR



NAAC Re-Accredited "A+"

Guidelines for Financial support for organizing Conferences/Seminar/Symposium/ Workshops/Training programs

1. Preamble

Sharing new ideas, enhancing new skill and imparting knowledge is one of the prime objectives of the university. The university encourages university Departments/Affiliated colleges to organize scientific events, like symposium, Seminar, conferences, and workshop/training program.

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 university departments/ affiliated colleges to organize conference/ seminars/ workshops/training program which will promote academic quality in the university with a proper administrative process.

2. Objectives:

1. To brings together academicians and experts from different parts of country and abroad to exchange knowledge and ideas.

2. To support organization of International events (conferences/seminars) having themes of global concerns and current interest to facilitate substantive discussion/deliberations/interaction and exchange of information and ideas.
3. To organization of National events (conferences/seminars) having themes of current national interest to facilitate substantive discussion/deliberations/interaction and exchange of information and ideas shall take place.
4. To support organization of workshops to create awareness/skill development/ syllabus framing /training in the area of academic, social, industrial and scientific importance. The workshop can be a part of the conference too.

3. Eligibility:

1. Financial assistance under scheme is available to all university Department & University Sub-Campus Dharashiv.
2. Financial assistance under the scheme is available to all Colleges affiliated to Dr. Babasaheb Ambedkar Marathwada University, Chhartapati sambhajinagar and which come under the purview of section 2(f) and section 12(B) of the UGC Act, 1956.
3. It shall be mandatory for every college to get accredited, re-accredited by the Accreditation agency.

4. Financial Assistance:

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. Number of local and outstation participants including resource persons, guest lecture should be fixed while framing the budget. The registration fee may be fixed in advance by the organizer. The norms for the grant of partial/full exemption of registration fee may also be laid down in advance. There shall be a Call for Papers and Delegate Participation through academic journals/website etc. For State/National level activities, the participants may be provided free boarding 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 university departments/ affiliated colleges

shall be fixed as follows: **However the Minimum and Maximum limit of the grant may vary subject to the approval of the Hon'ble Vice-Chancellor**

Sr. No	Event Type	Maximum Financial Support	Duration
1	International Conference /Seminar	Rs.1,50,000	2 or 3 days
2	National Conference/Seminar/symposium/workshop	Rs. 75,000	2 days
3	Regional/University/State Symposium/ Workshop/Seminar/Training program	Rs. 50,000	1 or 2 days
4	Webinar(International/National /State/Regional)	Rs. 5,000	1 day

Note-The quantum of support will be determined depending on the number of days, number of participants, registration fee and the status of the conference/seminar/workshop.

5. The grant may be used for the following items:

- TA(within India and as per university rules)and honorarium of minimum Rs. 1000/- to maximum Rs. 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

The item wise details --

- For the activities to be organized with the funds provided by the University, in regard to limits of expenditure on travelling allowance, honorarium, boarding, lodging, hospitality etc. Will be strictly followed.
- The honorarium and TA/DA to be provided to the **Resource Persons/Experts** for various training programs / workshops/ conferences/ seminars/ will be as follows:
 - TA/DA as per university rules and honorarium–Minimum Rs-1000/- and MaximumRs.3000/-per day.
 - University Department**-Boarding & lodging will normally be provided in the guest house of the University. In case the accommodation is not available in the University guest house, then the accommodation maybe arranged by the organizing Department/Centre in the hotels approved/empanelled by the University.
 - Travelling Allowances to resources person will be paid as per the university rules.
 - No honorarium will be paid to the University employees.

- v) For local conveyance of Resource Person/Experts, taxi may be arranged on actual rate.
- 3. For secretarial and clerical assistance including house-keeping, office supplies, postage, photocopying, pre-conference printing of abstracts, banner, memento and other Miscellaneous items the limits of expenditure are as follows :
 - a. For program of upto 3 days :Rs.10,000/-maximum
 - b. For program of upto 2 days:Rs. 7,000/ maximum
 - c. For Program of up to 1 days Rs: 5,000/- Maximum
- 4. The expenditure towards registration kits (comprising of a bag / folder, pen, note book, etc.)shall not exceed @ Rs. 400 (Up to Rs.500)/-per registered participant.
- 5. Tea/coffee and snacks upto Rs.50/-and lunch & dinner maximum up to Rs.200/-per participants per day can be arranged.

6. Procedure of Applying for the Scheme.

1. The University Departments who wishes to avail of financial assistance under this scheme shall submit their proposal through online mode in prescribed format(*Annexure-A*)along with concept note and submit hard copy to the Assistant Registrar/Dy. Registrar, Planning & Statistics Section of the University with an approval by the Departmental Committee. Department shall submit proposal at least 30 days before the event for obtaining the approval of the Hon'ble Vice-Chancellor.
2. The Department in tending to send proposal for organizing seminar/conference/workshop/ symposium/ training program to external funding agency shall submit the proposal to the Assistant Registrar/Dy. Registrar Planning & Statistics section of university for approval. No application shall be submitted to any external agency without prior approval of the Hon'ble Vice-Chancellor. However grants should be received in the name of Finance & Accounts Officer of the university and not in the name of Organizer of the conferences. Obtaining of the fund direct from the funding agency will be against the rules of the university.
3. Those Colleges who intend to organize conferences/seminar/symposium/workshop/training program shall submit the proposal to the Assistant Registrar/Dy. Registrar of Planning & Statistics Section of university through online mode in prescribed format (*Annexure-A*)along with concept note and submit hard copy at least 30 days before the event for obtaining the approval of the Hon'ble Vice-Chancellor.

4. Application along with concept note elaborating (i) A brief mention of the need for holding the event (ii) The in-house expertise in the subject field of the proposed event, (iii) outcome and estimated budget, (iv) list of agencies who can be approached for sponsorship.
5. The University will consider the proposal for seminar/ conference/ workshop/ symposium/training program on the merit of the proposal and availability of funds under this head. After the approval of the Vice-Chancellor, the sanction letter for the activity will be communicated to the Department/colleges by Assistant Registrar/Dy. Registrar, Planning and Statistics section. The amount sanctioned can be spent under the approved heads/ items within the sanction limit under the respective heads/ items.

7. Procedure of Approval

1. 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.
2. The Expert Committee will give recommendations, and the final decision will be taken by the Hon,ble Vice-Chancellor keeping in view, the availability of funds for the scheme and the number of proposals submitted by the Department/Colleges. An equal opportunity shall be given to all the university departments/colleges and the grants are allocated on a case-to-case basis.
3. The Department/College which organized none or fewer program shall be given preference.
4. The quantum of support will be determined depending on the number of days number of participants and the status of the conference/seminar.
5. This funding opportunity through the university shall vary subject to availability of funds.
6. The priority shall be given to those conferences that arise out of reputed national or international agreements/obligations
7. The Department/College are required to seek financial sponsorship from appropriate external funding agencies in order to conduct these events.
8. The organizers of conference, seminar, workshop should have in-house expertise in the subject field of the proposed event. However, workshops shall be organized only involving external experts with proper justification.
9. Proposal for International conference may be granted for two/three days international conference/seminar/workshop/symposium with 5 or more speakers/presenters/resource

persons from abroad, for the National level conference/seminar/workshop/symposium with at least 10 presenters/speakers from the out site state, and for regional/ state level/university level conference/seminar/workshop/symposium with a at least 3 speakers/presenters from the out site the University. However, workshops shall be organized only involving external experts with proper justification.

10. Academic program /activities which are likely to give new awareness and break new ground may be encouraged.
11. The approval of the proposals shall be done once in four months and it is not mandatory for the university to accept all the proposals.
12. 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.
13. Priority shall be given to multidisciplinary conference/seminar/workshop
14. Financial assistance will not be sanctioned for international conference /workshop/seminar, if they are of one-day duration.

8. International conferences/conference visa for foreign delegates

An International conference may be organized once in a year by a department/college having postgraduate departments, which is eligible for the financial assistance, with prior clearance from the Ministry of external Affairs, Government of India. A certificate from the Government of India must be enclosed along with proposal. The participation of foreign delegates is must.

The organizing department/affiliated college of Dr.Babasaheb Ambedkar Marathwada University, Chhartapati Sambhajinagar conceiving an idea of holding an event shall be required to submit the proposal to the Nodal Ministry of the Government of India, through the Registrar, Dr. Babasaheb Ambedkar Marathwada University, Chhartapati Sambhajinagar. The proposal shall contain information like-

1. Name of the organizer with complete mailing address
 2. Topic/topics to be covered in the event
 3. Venue of the event
 4. Date of the event
 5. Tentative list of the participating countries and participants with nationality, brief background suiting participation in the event, address, personal and passport details.
- Proposal should invariably be submitted to the Nodal Ministry. The nodal ministry shall

obtain clearance of Home Ministry or other agencies.

Generally the organizers are required to submit their proposal to administrative/nodal ministry at least 8 week before the commencement of the event. Websites of the relevant ministry/funding agency shall be checked for further information.

The Visa to the Foreign Participants -

Once an event is cleared by the Nodal Ministry, organizer shall send invitation to foreigners who wish to participate in the event. Foreigners should invariably be advised to opt for Conference Visa only. In the invitation letter, the organizers should mention the details of clearance accorded by the Nodal Ministry for conducting the event. With invitation letter, the participants should approach the missions abroad for grant of conferences visa

9. The Term and Conditions for the Release of Grants.

1. Grants released /sanctioned for organizing a particular conference/ seminar/ workshop/ training program cannot be utilized for any other program/purpose.
2. Certificate of clearance from Govt. of India is essential for conducting International conference/seminar/workshop/training program to be obtained by the concern university department/college affiliated to university.
3. In case the event is cancelled, university should be informed immediately.
4. The prior permission of university is required in case the date(s) for the event is changed.
5. The host Department/College shall include the University name and logo prominently in the conference/seminar/workshop/training program.
6. All the related announcement/ banners/publications/invitations cards must bear the logo of the university.
7. The host department/Centre/College has to make efforts to partially bear the expenses at their end and submit budget provisions accordingly.
8. No advance shall be released against sanctioned amount before the event to the affiliated colleges/institute. Grants will be released after the successful submission of Utilization Certificate along with reports. However, if required for the university departments, up to 50% advance of sanctioned amount shall be released after prior Approval of the Hon,ble Vice-Chancellor.
9. For eligible colleges grants will be awarded once in a two years for International

conference.

10. In the same year, only one grant will be awarded either for an international conference or national conference.
11. Hard Copy of Online Application in the prescribed format (*Annexure-A*) should be submitted to the Assistant Registrar/Dy. Registrar, Planning & Statistics Section of the University for applying the grant to organize Conference/Seminar/Workshop/Training program at least 30 days before the event.
12. The application should be properly spiral bound to avoid any loss of information, the university should not be responsible for the loss of documents.
13. The incomplete applications or applications not in the prescribed format shall not be entertained.
14. If required, a presentation would be made by the host Department/College/Institution before the committee for the appraisal of the activity for the approval of the grant.
15. Application should be submitted by obtaining the recommendations by the DC/Principal of the college and through proper channel.
16. The host Department/College must give wide publicity through its website, flag etc. to all the concerned students/faculty.
17. The host Department/College must declare the details of Sponsorship if any received from /applied to any sponsoring agencies other than Dr. Babasaheb Ambedkar Marathwada University, Chhartapati Sambhajinagar like DST, DIT, CSIR, ICSSR, UGC, Trust, and Society etc.
18. While donations from private parties, individual, trade and industry may not be the normal sources of financing of workshops/seminars, conferences etc. in exceptional cases where donations from these source are recommended by the organizer of the conference/workshop/seminar, the same should be based on the proper appraisal of the interest of the private donors. Keeping in view the position of the university as a public institution, these proposal may be forwarded to the Hon'ble Vice-Chancellor with the recommendation of the HOD and Organizer of the program and the donation may be accepted with prior approval of the Hon'ble Vice-Chancellor.
19. The University have a right to nominate two persons to attend the event without any charges (delegation/registration fee etc.). They will be entitled to all the privileges available to the registered delegates.
20. In the case of seminar/conference funded by other agencies other than UGC/University, wherein some special norms of expenditure have been laid down, the

same should be followed with the approval of the Hon'ble Vice-Chancellor.

21. In case any deviation is required from these guidelines ,prior approval of the Hon'ble Vice-Chancellor is to be obtained by the HOD/Principal

10. Procedure for releasing grant:

The sanctioned grant will be released after receiving the following documents on the basis of the recommendations of the expert committee

- i) Feed Back form as per *Annexure-B*
- ii) Utilization certificate as per *Annexure-C* and statement of expenditure as per *Annexure-D* for the full amount sanctioned should be duly signed by HOD of the concern department/Principal of the affiliated college and financial Head/officer, if applicable.
- iii) *Annexure-C & D* should be audited /certified by a chartered accountant (in case of affiliated colleges)
- iv) Copy of proceeding /publication and other relevant documents, if any (completion report)
- v) The brochure of the program.
- vi) The geo-tagged photo soft the program.
- vii) Feedback form obtained from the participants
- viii) List of participants within situation details along with signed copy of the attendance sheet.
- ix) Outcome and recommendations in hard and soft copy
- x) The Concern College should submit details of their bank account no. address of bank, IFSC CODE, a copy of cancelled cheque for transferring the sanctioned amount of grant.
- xi) The approved amount will be released through RTGS/NEFT to the concern college/department

Note-The HOD /Principal of the college will ensure the authenticity of the utilization certificate and in case any discrepancy is found, the university reserve it right to detect appropriate amount.
