



पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर, छत्तीसगढ़

क्रमांक 1819/अनु.प्रको./2002

रायपुर, दिनांक 11.06.2002

अधिसूचना

विश्वविद्यालय में सेमीनार/कांफ्रेंस/सिम्योसियम आदि के आयोजन के अनुदान की पात्रता के लिए निम्नलिखित शर्तें अधिसूचित की जाती हैं।

01. Status of National & International level conference may be determined in the light of following criteria :-

- | | | | |
|------|---------------------------------|---|--|
| I. | Duration of the conference | : | 03 days |
| II. | Participants | : | Minimum 30 out of which at least 10 % from out of state. |
| III. | Resource persons | : | At least 06 out of which at least 02 from out of State. |
| IV. | Declaration of registration fee | : | Registration fee, if any, must be mentioned. |

02. Status of State level conference may be determined in the light of following criteria :-

- | | | | |
|------|---------------------------------|---|--|
| I. | Duration of the conference | : | 02 days |
| II. | Participants | : | Minimum 20 out of which at least 10 % non-local. |
| III. | Resource persons | : | At least 04 out of which at least 02 non-local. |
| IV. | Declaration of registration fee | : | Registration fee, if any, must be mentioned. |

आदेशानुसार
SD
प्रभारी
(अनुदान प्रकोष्ठ)

क्रमांक 1819/अनु.प्रको./2002

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प्रतिलिपि.

01. अध्यक्ष, समस्त अध्ययनशाखा, पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर को सूचनाार्थ एवं आवश्यक कार्यवाही हेतु अधिसूचित।

SD
प्रभारी
(अनुदान प्रकोष्ठ)



SECTION -A

PROFORMA FOR APPLYING FOR FINANCIAL ASSISTANCE FROM U.G.C. UNASSIGNED GRANT FOR ORGANIZING NATIONAL SEMINAR / CONFERENCE / WORKSHOP.

01. ACTIVITY

Seminar	Symposium	Conference	Workshop
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02. GEOGRAPHICAL COVERAGE

State Level	Regional	National	International
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03. BROAD SUBJECT AREA

Seminar	Symposium	Conference	Workshop
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04. NAME OF CONFERENCE :

05. DATES FROM TO TOTAL DAYS

06. VENUE :

07. NAME AND ADDRESS OF S.O.S. :
 S.O.S. :
 ADDRESS :
 E-MAIL :

08. NAME AND DESIGNATION OF CONVENER :

09. DESIGNATION OF OFFICIAL EMPOWERED TO RECEIVE FINANCIAL GRANT :

10. BROAD DETAILS OF ESTIMATED EXPENDITURE (IN RUPEES):

- I. T.A./D.A. TO PARTICIPANTS :
- II. T.A./D.A. TO RESOURCE PERSON (INDIAN) :
- III. STATIONERY :
- IV. LOCAL HOSPITALITY :
- V. MISCELLANEOUS :

GRAND TOTAL RS.

11. DETAILS OF INCOME :

SOURCES : AMOUNT REQUIRED/AMOUNT COMMITTED OR RECEIVED/ITEMS FOR WHICH GRANT REQUESTED.

- I. FROM OTHER FUNDING AGENCIES :
 - II. FROM REGISTRATION :
 - III. FROM ADVERTISEMENT :
 - IV. CONTRIBUTION FROM SOCIETY/INSTITUTE :
- GRAND TOTAL Rs.**

12. FINANCIAL ASSISTANCE REQUIRED FROM U.G.C. UNASSIGNED GRANT FOR THE ACTIVITY

SR. NO.	SPECIFIC ITEM OF EXPENDITURE	AMOUNT
GRAND TOTAL Rs.		

13. DETAILS OF PREVIOUS GRANT RECEIVED FROM U.G.C. UNASSIGNED GRANT.

SR. NO.	NAME OF ACTIVITY [SEMINAR / CONFERENCE / PUBLICATION OF JOURNAL] (AMOUNT SANCTIONED IN RUPEES)	

14. NATURE OF SEMINAR AND NO. OF PARTICIPANTS

SR. NO.	NATURE [PUT TICK MARK UNDER RELEVANT COLUMN]	NUMBER OF PARTICIPANT EXPECTED TO ATTEND		
		LOCAL	OUT OF STATION	TOTAL

15. IF INTERNATIONAL, WHETHER CLEARANCE FROM GOVERNMENT OF INDIA HAS BEEN OBTAINED ?

16. IN CASE OF INTERNATIONAL CONFERENCE KINDLY GIVE RESOUR FOR INTERNATIONAL TRAVEL AND LOCAL HOSPITALITY.

17. BRIEF STATEMENT OF OBJECTIVE OF SEMINAR HIGHLIGHTING ITS IMPORTANCE IN NATIONAL CONTEXT (SEPARATE PAPER TO BE ATTACHED)

[A] REVIEW STATE OF ART :

[B] FORMULATE SPECIFIC PROGRAMME OF ACTION WITH PROGRAMME

[C] OTHERS :

18. **DETAILS OF PAST EVENTS ORGANIZED THE PROPOSED TOPIC IN INDIA.
INDICATE TITLE, DATE, VENUE AND BRIEF DETAILS.**

PLACE :

DATE :

SIGNATURE OF CONVENER

SIGNATURE ORGANIZING SECRETARY

SIGNATURE OF HEAD OF DEPARTMENT

ENCLOSURES REQUIRED PERTAINING TO THE EVENT. PLEASE TICK BELOW ACCORDINGLY.

- (A) LIST OF INTERNATIONAL/NATIONAL/LOCAL ORGANISING COMMITTEES.
- (B) KEY-NOTE SPEAKERS LIST.
- (C) BROCHURES/INFORMATION BOOKLETS/COPY OF ANNOUNCEMENT.
- (D) DETAIL TECHNICAL PROGRAMME GIVING DETAILS OF TECHNICAL SESSIONS AND THEIR CHAIRMEN ETC.
- (E) THE ACTION PLAN FOR IMPLEMENTATION OF RECOMMENDATION OF THE EVENT SHOULD ALSO BE DISCUSSED.
- (F) COPIES OF CLEARANCE LETTERS THUS OBTAINED FROM NODAL (ADMINISTRATIVE), EXTERNAL AND HOME AFFAIRS MINISTRIES IN RESPECT OF THE THE FOREIGN PARTICIPANTS/DELEGATES LIKELY TO ATTEND THE EVENT.
- (G) PLEASE SUBMIT FIVE TYPED COPIES OF STATEMENT OF EXPENDITURE IN ENCLOSED FORMAT AUDITED AND DULY SIGNED BY AUTHORITIES WITHIN FIFTEEN DAYS AFTER THE PROGRAMM IS OVER.
- (H) PLEASE SUBMIT DETAILED REPORT OF PROGRAM ALONGWITH FEEDBACK FROM PARTICIPANTS.

XII Plan Guidelines for Conferences / Seminars /Workshops/ Symposia / Short – Term Training Programmes

9.26 For this scheme the financial assistance will be as follows:

Permanent Faculty Strength as on 1 st April of the previous year	UGC support per year (Rs. in lakh)
Up to 300	5.00
Above 300	7.00

9.27 The long-term programmes like summer institutes, refresher courses are organized by the Academic Staff Colleges (ASC) and recognized Departments of Universities. Therefore, support under 'Unassigned Grant' will be available only for organizing programmes like short-term (less than 15 days) workshops or training programmes/ seminars/ symposia and International/ National/ Regional /State level conferences. Such programmes may be organized by the university without referring them to the UGC. The following criteria may be followed for organizing them.

- i) Schools or Departments, which organized none or fewer programmes, should be given preference.
 - ii) Academic programmes which are likely to give new awareness and break new grounds may be encouraged.
 - iii) Programmes in areas of research in which there is considerable activity or thrust/ emerging areas may be given preference.
- Traveling allowance and incidental expenses for outstation participants, including the resource persons, may be paid as per the rules of the university concerned.
 - Secretarial / clerical, including Class IV assistance, transport, office supplies, postage, cyclostyling, Xeroxing and other items as per rules of the university concerned.
 - Honorarium to the Director of the Programme and the resource persons should not exceed Rs.1500/- each.

GUIDELINES FOR STATEMENT OF EXPENDITURE OF UGC SPONSERED CONFERENCE / SEMINAR / SYMPOSIUM / WORKSHOP

1. The Application for getting grants for any purpose (Seminar / Workshop / Conference / Symposium etc.) Should be sent to other funding agencies after permission from the University.
2. For collecting money for Advertisement and Registration fees, prior permission should be taken from the University.
3. The expenditure of the funds obtained from different funding agencies should be made as per their guidelines and the copy of Application with the sanction letter should be attached with the accounts separately agency wise.
4. Accounts of the fund collected form advertisement and registration fees should be submitted separately. Economic measures should be taken for making expenses under these heads.
 - i. Schools in Departments, which organized none or fewer programmes, should be given preference.
 - ii. Academic programmes which are likely to give new awareness and break new grounds may be encouraged.
 - iii. Programmes in areas of research in which there is considerable activity or thrust/ emerging areas may be given perference.
 - Traveling allowance and incidental expenses for outstation participants, including the resource persons, may be paid as per the rules of the university concerned.
 - Secretarial / clerical, including Class IV assistance, transport, office supplies, postage, cyclostyling, Xeroxing and other items as per rules of the university concerned.
 - Honorarium to the Director of the Programme and the resource persons should not exceed Rs. 1500/- each.
5. For purchase of Costly Items / Non Recurring nature Items : If any item is purchased which is costly and Non Recurring items should be entered in departmental stock register before submitted the account.
6. Account has to be submitted through the Head of the department and should be signed by any two persons from the following: Convener, Organizing Secretary, and Treasurer.

PT. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR, CHHATTISGARH

**STATEMENT OF EXPENDITURE FOR ORGANISATION OF CONFERENCES/
SEMINARS/SYMPOSIA/ WORKSHOPS / SHORT TERM TRAINING
PROGRAMMES / (INTERNATION / NATIONAL / STATE LEVEL) AS PER UGC
NORMS.**

(Strike out items not applicable/Add what is relevant)

1. Name of the Programme :

2. Duration:

Opening Date:

Close Date :

3. Number of participations

a) Outstation

b) Local

c) Total

4. Name of the Director:

5. Items of expenditure incurred:

i) TA and Incidental charges to outstation participants _____ Rs.
including resource person _____ etc.

ii) Honorarium to Director and resource persons Rs.

vii) Misc. and Contingencies Rs.
(Secretarial / Clerical, including class IV assistance,
transport, office supplies, postage, cyclostyling, Xeroxing
and other items as per rules of University)

Total expenditure incurred Rs.

Grant received from the UGC Rs.

Income from any other source Rs.
(Please indicate the source and amount)

Total Rs.

-2-

Income	Rs.
Expenditure	Rs.
Balance	Rs.

Certified that an amount of Rs. _____ against the grant of Rs. _____ has been spent for organization of _____ as per UGC guidelines. If as a result of check or audit some irregularity is brought to the attention of the University, action will be taken to regularize the same as per rules of the audit.

Signature of the
Director of Programme
/ Organizing Secretary

Signature of the Registrar

Signature of
Finance Officer