

UGC GUIDELINES FOR ORGANIZING CONFERENCES/ SEMINARS/ WORKSHOPS/ SHORT-TERM TRAINING PROGRAMMES ETC. UPTO 20% OF THE TOTAL ALLOCATION.

Expenditure towards this component should not exceed more than 20% of the allocation under the scheme.

- a. 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 organization of 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 the organisation.
- ii. Schools or departments, which organized none or fewer programmes, should be given preference
 - iii. Academic programmes which are likely to give new awareness and break new grounds may be encouraged.
 - iv. Programmes in areas of research in which there is considerable activity or thrust/ emerging areas be given preferences.

Programmes in areas of research in which there is considerable activity or thrust/ emerging areas be given preferences.

- **Travelling 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, transport, office supplies, postage, cyclostyling, Xeroxing and other items as per rules of the concerned university.**
- **Honorarium to the Director of the Programme and the resource persons should not exceed Rs.1200/- each.**

Assistance for International National /Regional/State Level Conferences may be provided as under:

- International Level Conference upto Rs.1,50,000/-
- National Level Conference up to Rs.80,000/-
- Regional/State Level Conference up to Rs.65,000/-

The quantum of support may be determined depending on the number of participants and the status of the Conference.



पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर, छत्तीसगढ़

क्रमांक 1619/अनु.प्रको./2002

रायपुर, दिनांक 11.06.2002

अधिसूचना

विश्वविद्यालय में सेमीनार/कान्फ्रेंस/सिम्पोजियम 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)

पृष्ठां. क्रमांक 1620/अनु.प्रको./2002

रायपुर, दिनांक 11.06.2002

प्रतिलिपि.

01. अध्यक्ष, समस्त अध्ययनशाला, पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर को सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित।

SD
प्रभारी
(अनुदान प्रकोष्ठ)



PT. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR CHHATTISGARH

SECTION - A

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

01. ACTIVITY

Seminar	Symposium	Conference	Workshop
---------	-----------	------------	----------

02. GEOGRAPHICAL COVERAGE

State Level	Regional	National	International
-------------	----------	----------	---------------

03. BROAD SUBJECT AREAS

LIFE SCIENCES	Chemical Sciences	Physical Sciences	Others
---------------	-------------------	-------------------	--------

04. NAME OF CONFERENCE :

05. DATES FROM TOTAL DAYS

06. VENUE :

07. NAME AND ADDRESS OF 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 OUTSTATION PARTICIPANTS :
- II. RESOURCE PERSON (INDIAN) :
- III. SECRETARIAL/ CLERICAL, INCLUDING :
CLASS IV, TRANSPORT, OFFICE SUPPLIES,
POSTAGE CYCLOSTYLING, XEROXING :
- IV. HONORARIUM TO THE DIRECTOR OF :
THE PROGRAMME :
- V. MISCELLANEOUS :
- GRAND TOTAL Rs. :

11. DETAILS OF INCOME

:

ITEMS

SOURCES	AMOUNT REQUIRED	AMOUNT COMMITTED OR RECEIVED/	ITEMS FOR WHICH GRANT REQUESTED.
A. FROM OTHER FUNDING AGENCIES			
B. FROM REGISTRATION			
C. FROM ADVERTISEMENT			
D. CONTRIBUTION FROM SOCIETY/INSTITUTE			

GRAND TOTAL Rs.

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

Sr. No.	SPECIFIC ITEM OF EXPENDITURE	AMOUNT
1.	TRAVELLING ALLOWANCE AND INCIDENTAL EXPENSES TO OUTSTATION PARTICIPANTS RESOURCE PERSON (INDIAN)	
2	SECRETARIAL/ CLERICAL, INCLUDING CLASS IV, TRANSPORT, OFFICE SUPPLIES, POSTAGE CYCLOSTYLING, XEROXING	
3	HONORARIUM TO THE DIRECTOR OF THE PROGRAMME(FOR WORKSHOP)	
GRAND TOTAL Rs.		

04. 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)	

05. NATURE OF SEMINAR /SYMPOSIA/CONFERENCE AND NO. OF PARTICIPANTS EXPECTED

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

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

07. IN CASE OF INTERNATIONAL CONFERENCE KINDLY GIVE RESOURCES FOR INTERNATIONAL TRAVEL AND LOCAL HOSPITALITY.

08. 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

[C] OTHER(PLEASE SPECIFY) :

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

PLACE :

DATE :

SIGNATURE OF CONVENOR

SIGNATURE ORGANIZIG 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 PROGRA8ME 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 OVEER.
- (H) PLEASE SUBMIT DETAILED REPORT OF PROGRAM ALONGWITH FEEDBACK FROM PARTICIPANTS

**STATEMENT OF EXPENDITURE FOR ORGANISATION OF SEMINARS/ SYMPOSIA
WORKSHOPS/ TRAINED PROGRAMMES/ CONFERENCES (INTERNATIONAL/
NATIONAL/ STATE LEVEL).**

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

1. Name of the Programme:

2. Duration:

Opening Date:

Closing Date:

3. Number of participations

a) Outstation

b) Local

c) Total

4. Name of the Director:

5. Items of expenditure incurred:

i. Board and lodging charges for _____ Outstation
Participants/resource persons. **Rs.**

ii. Hospitality to _____ local participants/ resource persons. **Rs.**

iii. TA & Incidental charges to outstation participants _____
including resource person _____ etc. **Rs.**

iv. DA to foreign participants (if any) **Rs.**

v. Internal Travel to foreign participants (if any) **Rs.**

vi. Honorarium to Director and resource persons **Rs.**

vii. Misc. & Contingencies **Rs.**

Total expenditure incurred **Rs.**

Grant received from the UGC **Rs.**

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

Total: Rs.

Income Rs.