



F. No. GGSIPU/DSW/Seminar Grant/2020/1313

Dated: 23/02/21

### **GUIDELINES FOR SEMINAR GRANT FOR INSTITUTES/USS**

The scheme provides financial assistance to the affiliated institutes and University Schools of Studies primarily focussing on Professional Education for organizing Conferences/Seminars/Workshops at National and International level to promote high standards in Professional and Technical Education by way of extending opportunities to the academicians and students by providing a forum for sharing their knowledge, experiences, innovations and inventions. Preference shall be given to topics of interdisciplinary nature and emerging and thrust areas in Professional and Technical Education.

#### **ELIGIBILITY:**

The grant is provided for organizing a seminar/conference/workshop to various Affiliated Institutes and University Schools of Studies on the basis of recommendations of the Standing Committee constituted by the Competent Authority on reimbursement basis.

The Seminar Grant shall be provided once in three years. If during the last three years, the institute has already availed any financial assistance under this scheme, they would be ineligible for the aforesaid grant.

#### **Financial Assistance:**

The University will provide financial assistance to the affiliated institutes and University Schools of Studies for organizing a Seminar/Conference/ Workshop on the basis of recommendations of the Standing Committee in accordance with the following norms:

S. No.	Duration of Seminar / Conference /Workshop, etc	Maximum Limit of Financial Assistance
1.	One Day	Rs. 50,000/-
2.	Two Days	Rs. 1,00,000/-
3.	Three Days & Above	Rs. 1,50,000/-

#### **Assessment Process:**

- i) The relevance of the event to the society/academia.
- ii) Priority would be given to those who have not availed any grant earlier under this scheme.
- iii) Number of students participating in the Conference/Seminar/Workshop.
- iv) Presentation by the host institute, if required.

#### **Conditions:**

1. Grant released/sanctioned for organizing a particular Seminar/Conference /Workshop cannot be utilized for any other programme/purpose.
2. Certificate of clearance from Govt. of India is essential for conducting International Seminars/ Conferences to be obtained by the individual affiliated institute of the University.
3. In case the event is cancelled, University should be informed immediately.
4. Prior permission of University is required in case date(s) for the event is changed.
5. The host Institute/School shall include the University name and logo prominently in the Seminar/ Conference/Workshop.
6. Proposals received under this scheme shall be evaluated by a duly constituted Standing Committee. The meetings shall take place generally two times a year.
7. The host institute has to make efforts to partially bear the expenses at their end and submit budget provisions accordingly.
8. No advance shall be released against the sanctioned amount before the event to the affiliated institutes.

9. Application in the prescribed format ("**Part A & B**" copy enclosed) should be submitted to the Directorate of Students' Welfare for applying for the Seminar Grant to organize a Conference/Seminar/Workshop at least 60 days before the event.
10. The application should be properly spiral bound to avoid any loss of information. University shall not be responsible for loss of any documents.
11. Incomplete applications or applications not in the prescribed format shall not be entertained.
12. If required, a presentation would be made by the host institution before the committee for appraisal of the activity for the approval of grant.
13. The application is to be filled in by the Executive Authority of the Parent Organization and countersigned by the local organizing Committee and the Head of the Institution where the Conference/Seminar/Workshop is to be held.
14. All the related announcements/banners/publications/invitation cards must bear the logo of the University.
15. The host institute must give wide publicity through its website, flags etc. to all the concerned students/faculty.
16. The host institute must declare the details of sponsorship if any, received from/applied to any sponsoring agencies other than GGSIP UNIVERSITY like DST, DIT, CSIR, ICSSR, UGC, Trust, Society, etc.
17. The University will have the right to nominate two persons to attend the event without any charges (delegation/registration fee etc.). They would be entitled to all the privileges available to the registered delegates.

**Procedure for releasing Seminar Grant:**

The sanctioned amount will be released after receiving the following documents on the basis of the recommendations of the Standing Committee:

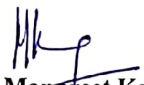
- i) Feed Back form as per **Part-C**.
- ii) Utilization Certificate as per **Part-D** and statement of expenditure as per **Part-E** for the full amount sanctioned should be signed by Principal/Director of the affiliated institute and Financial Head/ Officer.
- iii) **Part D & E** should be audited/certified by a Chartered Accountant (in case of affiliated institute).
- iv) Copy of proceedings/publications and other relevant documents, if any
- v) The institutes 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.

NOTE: The Dean/HOD/Director/Principal of the institute will ensure the authenticity of the Utilization Certificate and in case any discrepancy is found, the University reserves its right to deduct appropriate amount.

**Submission of Application:**


The proposal for Seminar Grant should be submitted in the prescribed format (enclosed) to the Directorate of Students' Welfare at the address given below:

**The Director, Students' Welfare  
Guru Gobind Singh Indraprastha University  
Sector 16C, Dwarka, New Delhi-110078**

  
**(Prof. Manpreet Kaur Kang)  
Director, Students' Welfare**

Copy to:

- (1) All Deans/Directors/Principals, University Schools of Studies/Affiliated Institutes with the request for wider circulation to the students of their respective School/Institute.
- (2) Controller of Finance.
- (3) Assistant Registrar to Hon'ble Vice Chancellor for kind information of Hon'ble Vice Chancellor.
- (4) Assistant Registrar to Registrar for kind information of Registrar.
- (5) Head, UITS with the request to upload the same on University website.
- (6) Guard File.

  
**(Neeraj Pant)  
Section Officer (SW)**



**SEMINAR GRANT**

**"PART-A"**

**APPLICATION FORM**

1. Name of the University School of Studies/Institution : \_\_\_\_\_  
\_\_\_\_\_
2. Address of the University School of Studies/Institution : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Title of the Seminar/Symposium/Conference/Workshop \_\_\_\_\_  
\_\_\_\_\_
4. Dates of Seminar/Conference: From \_\_\_\_\_ To \_\_\_\_\_, Total Duration \_\_\_\_\_ Days
5. Venue of the Seminar/Conference: \_\_\_\_\_
6. No. of participants expected to attend the conference: \_\_\_\_\_
7. Theme of conference : \_\_\_\_\_
9. Nature of Seminar (please ✓ )

State	National	International
10. If international, whether clearance from Government of India has been obtained? YES/NO  
(if Yes, please attach supporting document)
11. Name and address of Collaborating Agencies: Professional bodies/National agencies/Registered Societies etc.
12. Details of proposed Event:-
  - i) Objectives and importance of the Event
  - ii) Topics to be Discussed
  - iii) Future outcome
  - iv) Details of proposed sessions
13. Whether any event for the last 3 years was organized by the University School of Studies/Institution?  
(Yes/No)
  - (i) If yes, whether any financial assistance was received from GGSIP University for the above mentioned event, give details.
  - (ii) If UC has been submitted for the same Yes/No

14. a) Details of Expenditure:

Head	Anticipated Expenditure (In Rupees)	Assistance required From GGSIP UNIVERSITY (In Rupees)
Pre-conference Expenditure		
Travel Allowance		
Stationary		
Secretarial Assistance		
Publication of Proceedings		
Any other (specify)		
Total		

b) Assistance/Facilities provided by the parent organization (Give Details)

c) Details of grants received from Agencies/Organizations other than GGSIP UNIVERSITY for the proposed activity (Please enclose copy of approval letters).

15. Technical and professional programme of the seminar (Please attach the conference announcement brochure).

16. Name of the authority responsible for submitting the audited statement of accounts for the present grant, if sanctioned.

17. Recommendation of the competent authority of the institution/Head of the institution.

18. Details of total grant received from other organizations for the conduct of the event

Sl. No.	Name of Agency	Grant Received (in figures)	(In words)

19. Total proposed expenditure required from the GGSIP University (in figures) \_\_\_\_\_  
(In words) \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of the Convener

\_\_\_\_\_  
Name & Signature of the Dean of USS/Director/  
Principal of Institution with Seal

**"PART B"  
INSTITUTION PROFILE**

1. Name of the University School of Studies/Institution: \_\_\_\_\_

2. Type of Institution: \_\_\_\_\_

Govt.	Govt.-aided	Univ.	Self-financing	Others
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3. Address of the Institution: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail : \_\_\_\_\_ Website \_\_\_\_\_

4. Full time Faculty position in the Institution: (Numbers only)

Dept.	Professor	Associate Professor	Assistant Professor
<b>Total</b>			

5. Faculty student ratio: \_\_\_\_\_

6. Details of the grant received from GGSIP UNIVERSITY under the scheme during last five years.

Name of the Seminar	Amount	Year
<b>Total</b>		

10. Whether the Institution has any pending court cases against GGSIP UNIVERSITY ? (Y/N)  
(If yes, give details)

W.P. NO./ Case No	Details

(Name & Signature of the Dean of USS/Director/  
Principal of Institution with Seal)

**"PART C"**  
**FEEDBACK FORM**

1. GGSIP UNIVERSITY approval Letter No. & Date \_\_\_\_\_
2. Name of the Convener/Organizing Secretary \_\_\_\_\_
3. Name and Address of the Institution \_\_\_\_\_  
\_\_\_\_\_
4. Title of the conference \_\_\_\_\_
5. Dates of Seminar: from \_\_\_\_\_ to \_\_\_\_\_
6. Venue of Seminar \_\_\_\_\_
7. Total no. of participants proposed and actually attended  
Proposed  Attended
8. Total amount approved by the University: Rs. \_\_\_\_\_ (in words) \_\_\_\_\_
9. Total expenditure incurred in conducting the conference/seminar: Rs. \_\_\_\_\_ (in words) \_\_\_\_\_
10. Grant received from various agencies other than GGSIP UNIVERSITY for this conference/seminar  

Sl. No.	Name of Agency	Grant Received (in Rs.)
	<b>Total =</b>	
11. Details of internal revenue if any generated by the Institution/Department on account of this seminar/conference \_\_\_\_\_  
\_\_\_\_\_
12. Sponsorship Amount, if any, received/receivable \_\_\_\_\_
13. Briefly mention about the technological/academic/or any other benefit generated by conducting this seminar/conference/symposium with respect to a) the institution, b) the faculty; c) students; d) industry/society \_\_\_\_\_  
\_\_\_\_\_
14. The soft as well as hard copy of the detailed proceedings of the event must be furnished to the University \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Name & Signature of Convener/  
Organizing Secretary**

\_\_\_\_\_  
**Name & Signature of the Dean of USS/ Director/  
Principal of Institution with Seal**

**"PART D"**

**FORMAT FOR UTILIZATION CERTIFICATE UNDER THE SCHEME**

(FINANCIAL YEAR \_\_\_\_\_)

**GGSSIP UNIVERSITY approval Letter No & Date:** \_\_\_\_\_

**Name & Address of the Institution:** \_\_\_\_\_

**Name of Convener** : \_\_\_\_\_

**Dates of Conference** : From \_\_\_\_\_ To \_\_\_\_\_

**Title of Conference** : \_\_\_\_\_

S. No.	Details	Amount	
(a)	Approval Letter No. & Date .....		Certified that an expenditure of a total amount of Rs. _____/- has been incurred on account of _____ organizing _____ seminar titled _____ from _____ to _____ held at _____.
(b)	Total amount approved by GGSIP University as per the approval letter		
(c)	Amount to be Released by GGSIP UNIVERSITY		

Certified that I have satisfied myself that the conditions on which the grant-in-aid was approved have been duly fulfilled.

<b>Name &amp; Signature of the Convener</b>	<b>Signature (with seal) the Head of the Institution/Dean, USS</b>
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**Signature of the Finance Officer (with seal) &  
Certified by CA with her/his Membership No. & Full Postal Address**

**"PART E"**  
**FORMAT FOR STATEMENT OF EXPENDITURE**

GGSSIP UNIVERSITY approval Letter No. & Date: \_\_\_\_\_

Name & Address of the Institute: \_\_\_\_\_

Title of the Conference : \_\_\_\_\_

Name of the Convener : \_\_\_\_\_

S. No.	Income	Rs	S. No	Expenditure	Rs.
1.	Name of the sponsoring agencies (like GGSIP UNIVERSITY, DHT, DST, CSIR, ICSSR, UGC Trust etc.) and amount received: i) ii) iii)		1.	Event Brochure:	
			2.	Posters/Printing:	
			3.	Postage/Courier:	
			4.	Travelling:	
			5.	Telephones/Fax:	
2.	Registration fees: i) Student ii) Academia iii) Corporate iv) Any other		6.	Stationery(Paper, CD, Pen Pad):	
			7.	TA to the speakers:	
			8.	Honorarium to the speakers:	
3.	Fee for paper presentation		9.	Accommodation expenses to speakers, if any:	
4.	Fee for poster presentation		10.	Publication of proceedings:	
5.	Income from other Sponsors		11.	Conference Kit Bag:	
6.	Any other income if any with details		12.	Tea Snacks/Lunch/Dinner:	
7.			13.	Audio/Video Coverage:	
8.			14.	Stage backdrop/banners:	
9.			15.	Mementoes/Prizes/Medals/ Certificate:	
10.			16.	Auditorium expenses	
11.			17.	Any other (Please give details)	
12.			18.		
13.			19.		
14.			20.		
	<b>TOTAL</b>			<b>TOTAL</b>	

\_\_\_\_\_  
Name and Signature of  
Organising Secretary/Convener

\_\_\_\_\_  
Name & Signature of the Dean, USS/  
Director /Principal of Institution with Seal

Signature of the Finance Officer (with seal) &  
Certified by CA with her/his Membership No. & Full Postal Address