



॥ अंतरी पेटवू ज्ञानज्योत ॥

कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon



विकास विभाग

कबचौउमवि/११ए/अर्थसंकल्प-२६-२७/३.१०/ २०१/२०२६

दिनांक- ०९/०७/२०२६

प्रति,
मा.संचालक /विभाग प्रमुख,
विद्यापीठ प्रशाळा/शैक्षणिक विभाग,
कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ,
जळगाव.

विषय :- National / International Conf. & Workshops (University Schools) राष्ट्रीय /
आंतरराष्ट्रीय परिषदा व चर्चासत्रे आयोजन (विद्यापीठ प्रशाळा) या योजनेतर्गत कार्यशाळा /
परिषद आयोजित करण्यासाठी अनुदानाबाबत प्रस्ताव पाठविण्याबाबत...

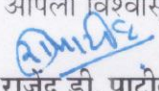
महोदय/महोदया,

आर्थिक वर्ष २०२६-२७ मध्ये विद्यापीठाच्या अर्थसंकल्पातील अर्थशर्ष ३.१० नुसार **National/ International Conf. & Workshops (University Schools)** राष्ट्रीय/आंतरराष्ट्रीय परिषदा व चर्चासत्रे आयोजन (विद्यापीठ प्रशाळा) या अंतर्गत आर्थिक तरतुद करण्यात आलेली आहे.

यासंदर्भात प्राप्त आदेशान्वये आपणास कळविण्यात येते की, शैक्षणिक वर्ष २०२६-२७ साठी आपल्या प्रशाळा/शैक्षणिक विभागांना राष्ट्रीय / आंतरराष्ट्रीय परिषदा व चर्चासत्रे आयोजन करावयाचे असल्यास या पत्रासोबत विहीत नमुन्यातील प्रस्ताव आणि संदर्भासाठी/कार्यवाहीसाठी मार्गदर्शक तत्वाची नियमावली सोबत जोडली आहे.

करिता, आपल्या प्रशाळा/शैक्षणिक विभागांना राष्ट्रीय/आंतरराष्ट्रीय परिषदा व चर्चासत्रे आयोजन करावयाचे असल्यास पत्रासोबत जोडलेल्या विहीत प्रस्तावामध्ये यथायोग्य ती माहिती भरून व आवश्यक त्या कागदपत्राच्या स्व-सांक्षांकित प्रती जोडणे आवश्यक आहे. तसेच सदरच्या आयोजनासाठी होणाऱ्या खर्चाचा सविस्तर तपशिल इ.सह प्रस्ताव विद्यापीठातील विकास विभागाकडे दिनांक- १८ / ०७ /२०२६ पर्यंत पाठवावेत, ही नम्र विनंती.

कळावे,

आपला विश्वासू,

(राजेंद्र डी. पाटील)
कक्ष अधिकारी
विकास विभाग

सोबत :- वरिलप्रमाणे

प्रत सविनय सादर :-

१. मा.कुलगुरु महोदय यांचे कार्यालय, कबचौउमवि,जळगाव.
२. मा. प्र-कुलगुरु महोदय यांचे कार्यालय, कबचौउमवि,जळगाव.
३. मा.कुलसचिव महोदय यांचे कार्यालय, कबचौउमवि,जळगाव.

प्रत माहिती व कार्यवाहीसाठी सविनय सादर :-

मा.वित्त व लेखाधिकारी, कबचौउमवि,जळगाव

**GUIDELINES
FOR
ORGANISING CONFERENCES,
WORKSHOPS SEMINARS, FDP's IN
THE UNIVERSITY**

(w.e.f. 2022-2023)



'A' Grade
NAAC Re-Accredited
(3rd Cycle)

**KAVAYITRI BAHINABAI CHAUDHARI
NORTH MAHARASHTRA UNIVERSITY
JALGAON-425001
www.nmu.ac.in**

GUIDELINES FOR ORGANISING CONFERENCES, WORKSHOPS, FDP's SEMINARS, FDP's IN THE UNIVERSITY

1 INTRODUCTION

The scheme provides financial assistance to Schools / Departments for organizing Conferences, Workshops and Seminars at State, National and International levels in various fields. Faculty Development Programs (FDP's) Training Programs Further, the scheme intends to promote high standards in Schools / Departments and way of extending facilities to teachers, researchers and students, by providing a forum for sharing their knowledge, experiences and research findings.

2. OBJECTIVE

The basic objective of the scheme is to bring together academicians and experts from different parts of the country and abroad to exchange their knowledge and ideas. This will provide an in-depth analysis of subjects and update the knowledge of the participants from academic/research institutions.

3. Eligibility/Target Group

Financial assistance under the scheme I available to affiliated Colleges / recognized institutes having at least 2(f) status

4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

The nature of assistance available under the scheme to Colleges will be under the following categories:

1. UNIVERSITY/STATE AND NATIONAL LEVEL CONFERENCES/ WORKSHOPS/SEMINARS / FDP's/TRAINING PROGRMS

A Schools / Departments may be assisted for hosting:

- (a) Seminar/ Workshop/ Conference/FDP's/Training Programs in collaboration with recognized academic associations/ academic bodies, academic/ professional institutions or associations of business/ industry. A letter from the academic association/ academic body or academic/ professional institution or association of business/ industry, as applicable, must be furnished alongwith the application.

There should be **Call for Papers and Delegate Participation** through academic journals/website/Poster brochure etc.

A Schools / Departments may host upto One University State/ National level activity in a year.

The participants may be provided free boarding and lodging by the host institutions wherever it is possible. Participants may be charged registration fees. The daily expenditure on foreign participants should not exceed Rs.2000/-per day per head for boarding and lodging. However, payment for travel from outside India is not permissible under this scheme. For foreign participants, expenditure can be incurred on traveling allowances, only for travel within India. Traveling allowances for outstation participants may be limited as per rule decided by the organizing committee. Minimum 10 participant from out of State should attend the National Conference.

a. INTERNATIONAL CONFERENCES:

An International Conference may be organized once in a year by a Schools / Departments with prior clearances from the Ministry of External Affairs, Government of India. A certificate from the Government of India must be closed along with the proposal. At least 02 foreign resource persons and at least 02 foreign participates are necessary for the Conference. The participation of foreign delegates is a must. The University assistance will be up to **Rs.1,50,000/-** only. For other details, Section 4.1 given above may be followed.

b. CEILING OF FINANCIAL ASSISTANCE BY THE UNIVERSITY:

- i) State Level Conference/ Workshop/Seminar **Rs.30,000/-**
- ii) National Level Conference/Workshop/Seminar **Rs.75,000/-**
- iii) International Conference/Workshop **Rs.1,50,000/-**

c. The grant may be strictly used for the following items:

- a) TA (within India) and honorarium (Rs.1000/- per day) for Resource Persons (not belonging to the organizing institution)
- b) TA(within India) for Paper Presenters (not belonging to the organizing institution)
- c) Pre-Conference printing (Announcements, abstracts ,etc.)
- d) Publication of Proceedings (Two copies must be submitted to University alongwith the report if applicable)
- e) Local hospitality, including board and lodging
(may be restricted to 25% of the total allocation from the University)

5.PROCEDURE OF APPLYING FOR THE SCHEME :

The Schools / Departments which wish to avail of financial assistance under this scheme should submit their proposal in the prescribed Proforma (**Annexure-1**) to the Development Section. Funds once released/ sanctioned for organizing a particular activity cannot be utilized for any other Programme / activity.

A Schools / Departments may submit the proposal on or before 30th September of the year. The College may conduct the activity, if it so desires, at its own risk, before the approval of financial assistance from the University. It is not mandatory for the University to accept all proposals.

6.PROCEDURE FOR APPROVAL:

The Committee constituted for the said purpose will consider the proposals and give recommendations. The final decision will be taken by the Hon'ble Vice Chancellor, keeping in view the recommendations made by the Committee and the availability of funds for the scheme.

In case the event is cancelled, the funds will have to be returned back to the University immediately. Prior permission of the University is required in case the date(s) and/or venue for the activity (activities) is (are) changed.

7.PROCEDURE FOR RELEASE OF GRANTS.:

After the University's approval of the proposal, the approval letter for the activity will be sent to the Schools / Departments. The amount sanctioned can be spent under the approved heads/items within the allocation under the respective heads/ items will be released on the receipt of (i) Feedback form, duly completed (ii) duly audited Utilization Certificate of the total expenditure incurred which must be signed by the Convener & \ Principal of College/Director of the institute (iii) two copies of proceedings, to be submitted within two months after the activity to the office of Development Section (iv) Details of foreign resource persons must be given. A Schools / Departments may submit applications in a financial year, only if accounts of grants sanctioned during the earlier financial years have been settled.

KAVIYITRI BAHINABAI CHAUDHARI
NORTH MAHARASHTRA UNIVERSITY

SECTION-A

PLEASE TICK(✓) THE APPROPRIATE ITEM

1.	ACTIVITY	Conference	Workshop	Seminar
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2.	GEOGRAPHICAL COVERAGE	State Level	National	International
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1. Name of Conference/Workshop/Seminar:

2. Dates from To Total no. of Days

3. VENUE:

4. NAME AND ADDRESS OF ORGANISING COLLEGE : CollegeName

:.....

Department(s) :.....

Address :.....

E-mail :.....

Pin :.....

5. NAME & DESIGNATION OF CONVENOR/ORGANISING SECRETARY:

.....

6. BROAD DETAILS OF ESTIMATED EXPENDITURE (In Rupees) FOR WHICH FINANCIAL ASSISTANCE IS SOUGHT

- a. TA (within India) and honorarium (Rs.1000/-per day/
For Resource Persons) :
- b. TA (within India) for Paper Presenters :
- c. Pre-Conference printing :
(Announcements, abstracts, etc.) :
- d. Publication of Proceedings :
- e. Local Hospitality including boarding and lodging:
(may be restricted to 25% of the total allocation from the University)
- (GRAND TOTAL) Rs.....**

7. DETAILS OF ASSISTANCE SOUGHT FROM OTHER SOURCES:
(Registration fee from participant, sponsorship etc)
Schools / Departments

8. DETAILS OF PREVIOUS GRANT RECEIVED BY THE ORGANISINGSCHOOLS/DEPARTMENTS FROMTHEUNIVERSITY IN THEPAST

University Sanction letter No.&Date	Name of Activity (Seminar/Conference,etc.)	Amount Sanctioned(Rs)	Whether accounts have been
1.Universi			
2.			
3.			

9. DETAILEDPROPOSAL OFTHE ACTIVITY

- A. Title of the activity :
- B. Background including details of past events organised on the proposed topic:
- C. Aims/Objectives (in at least 500 words) :

- D. Target audience/participants with expected number :
E. Details of Sessions :

Please mention themes/ topics to be covered under each Business/Technical Session and names of Resource Persons:

F. Expected outcome:

10. If International, whether clearance from Government of India has been obtained
[If Yes, please attach supporting documents]
11. **In case of International Conference kindly give resources for International travel:**
12. **Incase the Schools / Departments is hosting Annual Conference of academic association/academic body or collaborating with any other association/body/institution, please attach document [as perSection4.1(b)]**
13. **In case of International Conference entries of foreign resource persons are participates.**

Signature of Convenor/Organising
Secretary

Signature of Head/
Director of Institute

Place:

Date:

FEEDBACK FORM

**SCHEME CONFERENCES/WORKSHOPS/SEMINARS IN
SCHOOLS/DEPARTMENTS**

- 1) University Sanction Letter No & Date:
 - a) Amount sanctioned :
 - b) Amount released :
- 2) Name of the Convenor/ Organising Secretary
 - a) Name and Address of the Schools / Departments
- 3) Title of the Activity:
- 4) Date(s) : from _____ to _____
- 5) Venue:
- 6) Total no. of participants proposed and actually attended:
Proposed _____ Attended: _____
- 7) Total no. of papers presented (with title):
- 8) No. and Date of the offer letter

LetterNo	Date

- 9) Total amount sanctioned Rs. _____
- 10) Total expenditure incurred in conducting the Activity:
- 11) Grant received from various agencies other than the University for this Activity

Sl. No.	Name of Agency	Grant Received
	Total:	

- 12) Details of internal revenue, if any, generated by the Institution/ Department on account of this Activity:
- 13) Briefly mention about the technological/ academic or any other benefit generated by conducting this Activity with respect to a) the institution b) the faculty, c) students, d) industry/ society:

Name & Signature of Head/ Director
Of the Institute

Name & Signature of Organizing
Secretary/Convener

FORMAT FOR UTILIZATION CERTIFICATE

University Sanction letter No. Title of the Conference/Workshop	:	
Name of the Convenor/Organising Secretary	:	

Sanction No. & Date	Details of expenditure incurred item- wise	No. of Participants	Duration of the Activity with dates)
	1. TA and honorarium for Resource Persons 2. TA for Paper Presenters 3. Pre-Conference printing (Announcements, Abstracts, etc.) 4. Publication of Proceedings 5. Local hospitality Total:		
Total expenditure			
Amount Sanctioned			

.....

Name and signature of Organising Secretary/ Convener

.....

Name & Signature of Principal/Director of College/Institute (with seal)

.....

Signature (with seal) of the Govt. Auditor/Chartered Accountant