



॥ अंतरी पेटवू, ज्ञानज्योत ॥

कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon



विकास विभाग

कबचौउमवि/११ए/अर्थसंकल्प-२६-२७/३.११/ २०२ /२०२६

दिनांक - ०९/०७/२०२६

प्रति,

कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र

विद्यापीठाशी संलग्नीत असलेल्या सर्व महाविद्यालयांचे

मा.प्राचार्य तसेच मान्यताप्राप्त परीसंस्थांचे मा.संचालक यांना

विषय :- Grant to Colleges for Conferences महाविद्यालयांना परिषद/चर्चासत्र आयोजित करण्यासाठी अनुदानाचा प्रस्ताव पाठविण्याबाबत.

महोदय/महोदया,

आर्थिक वर्ष २०२६-२७ मध्ये विद्यापीठाच्या अर्थसंकल्पातील अर्थशिर्ष क्र. ३.११ नुसार (Grant to Colleges for Conferences) महाविद्यालयांना परिषदांसाठी अनुदान या अंतर्गत आर्थिक तरतूद करण्यात आलेली आहे.

यासंदर्भात प्राप्त आदेशान्वये आपणास कळविण्यात येते की, शैक्षणिक वर्ष २०२६-२७ साठी आपल्या महाविद्यालयात/मान्यताप्राप्त परिसंस्थेत विद्यार्थी/प्राध्यापक व समाजहितासाठी सद्यपरिस्थितीवर आधारित ज्वलंत विषयांवर परिषद आयोजनासाठी अनुदान प्राप्त करावयाचे असल्यास विहीत नमुन्यातील प्रस्ताव, विषय व एकुण खर्च तसेच नोंदणी शुल्कापोटी जमा होणाऱ्या रकमेचा तपशील व विद्यापीठाकडून अपेक्षित/आवश्यक सहाय्य इ. सह तपशीलवार प्रस्ताव विद्यापीठातील विकास विभागाकडे दिनांक-१८ / ०७ /२०२६ पर्यंत पाठविण्याचे सुचित करावे, ही नम्र विनंती.

तसेच आपल्या सुलभ संदर्भासाठी व कार्यवाहीसाठी विहीत प्रस्तावाचा नमुना व मार्गदर्शक तत्वे (नियमावली) यासोबत जोडलेली आहे. तेव्हा, विहीत नमुन्या नुसार अपूर्ण प्रस्ताव, आवश्यक त्या कागदपत्राच्या स्वाक्षीकित प्रती प्राप्त न झाल्यास आपल्याकडून प्राप्त होणाऱ्या प्रस्तावांचा विद्यापीठाकडून विचार केला जाणार नाही. ही विनंती.

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 IN
COLLEGES**

(w.e.f. 2022-2023)



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

GUIDELINES FOR ORGANISING CONFERENCES WORKSHOPS SEMINARS IN COLLEGES

1. INTRODUCTION

The scheme provides financial assistance to Institutions for organizing Conferences, Workshops and Seminars at State, National and International levels in various fields. Further, the scheme intends to promote high standards in Colleges 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. Autonomous colleges are not eligible for this Scheme.

3. Eligibility/Target Group

Financial assistance under the scheme is 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 for Colleges will be under the following categories:

I. UNIVERSITY/STATE AND NATIONAL LEVEL CONFERENCES/ WORKSHOPS/SEMINARS:

A College may be assisted for hosting:

- (a) Seminar/ Workshop/ Conference 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 along with the application.**

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

A College can host up to One University, State/National level activity in a year.

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

INTERNATIONAL CONFERENCES:

An International Conference may be organized once in a year by a College 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 given above assistance will be up to **Rs.50,000/-** only. For other details, Section 4.1 may be followed.

C EILING OF FINANCIAL ASSISTANCE BY THE UNIVERSITY:

- i. State Level Conference/ Workshop/Seminar **Rs.15,000/-**
- ii. National Level Conference/Workshop/Seminar **Rs.30,000/-**
- iii. International Conference/Workshop **Rs.60,000/-**

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)
- 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 Colleges 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 can not be utilized for any other Programme / activity.

A College 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 incase 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 College. 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 College 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	StateLevel	National	International
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3. Name of Conference/Workshop/Seminar:

4. Dates fromToTotal no. of Days

5. VENUE:

6. NAMEAND ADDRESS OF ORGANISING COLLEGE : College Name

:.....

Department(s) :.....

Address :.....

E-mail :.....

Pin :.....

7. NAME & DESIGNATION OFCONVENOR/ORGANISING SECRETARY:

.....

8. 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.....

9. DETAILS OF ASSISTANCE SOUGHT FROM OTHER SOURCES:
(Registration fee from participant, sponsorship etc)

10. DETAILS OF PREVIOUS GRANT RECEIVED BY THE ORGANISING COLLEGE FROM THE UNIVERSITY IN THE PAST

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

11. DETAILED PROPOSAL OF THE 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:

12. If International, whether clearance from Government of India has been obtained

[If Yes, please attach supporting documents]

13. **In case of International Conference kindly give resources for International travel:**

14. **In case the College is hosting Annual Conference of academic association/academic body or collaborating with any other association/body/institution, please attach document [as per Section 4.1(b)]**

15. **In case of International Conference detail sentries of foreign resource persons/participates.**

Signature of Convenor/Organising
Secretary

Signature of Principal of
College/Director of Institute

Place:

Date:

FEEDBACK FORM

SCHEME CONFERENCES/WORKSHOPS/SEMINARS IN COLLEGES

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

Letter No	Date

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

Sl. No.	Name of Agency	Grant Received
	Total:	

- 13) Details of internal revenue, if any, generated by the Institution/ Department on account of this Activity:
- 14) 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 the
Principal of College/Director of the Institute
Secretary/Convener

Name & Signature of Organizing

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 in curred 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