SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE

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PART- ONE

Thursday, the 25th July, 2024

Regulation No. 01 of 2024

No.01/2024 Date : 25.07.2024

Financial Assistance to affiliated colleges and university departments for conduction of the Conference /Seminar/ Workshop/ Symposium for Online /Offline /Online-Offline mode Regulation, 2024

Whereas it is expedient to frame Regulation in respect of Financial Assistance to affiliated colleges and university departments for conduction of the Conference /Seminar/ Workshop/ Symposium in Online/Offline/Online-Offline (hybrid) mode.

1. This Regulation may be called as "Financial Assistance for conduction of the Conference /Seminar/ Workshop/ Symposium for Online/Offline /Online-Offline (hybrid) mode". The Management Council is hereby pleased to make following Regulation.

2. This Regulation shall come into force from the date of its approval by the Management Council.

3. Definitions:
   i. "University" means Sant Gadge Baba Amravati University established by Amravati University Act, 1983 (Maharashtra) (xxxvii) and as mentioned in the schedule Part-1 of Maharashtra Public Universities Act, 2016".
   ii. "University Department" means a department established and maintained by the University as prescribed by the Statute.
   iii. "College" means a college affiliated to the university, situated in the university area or jurisdiction;

4. The Conference /Seminar/ Workshop/ Symposium organised by the university, university departments, colleges affiliated to the University, at national and international level be treated as approved by the University. "

5. NORMS FOR ELIGIBILITY FOR FINANCIAL ASSISTANCE FROM UNIVERSITY FUND:

(a) For getting Financial Assistance, the activity should be conducted by the affiliated college or by University Department and should be related to the subject taught in Affiliated College / University Department.

(b) University financial assistance shall be granted for not more than once in a financial year for holding Conference /Seminar/ Workshop/ Symposium in such order of sequence.

(c) The preference for granting financial assistance shall be given to conference having wider participation over Seminar/ Workshop/ Symposium in such order of sequence.

(d) The preference shall be given in following order for organizing Conference /Seminars / Workshop/ Symposium:

1. International Level
2. National Level
3. State Level
4. Regional Level
5. University Level

(e) In case more applications are received & demand is more than budget allocation for this purpose then preference will be given to Colleges/Department who have not received financial assistance under this Regulation during the previous two years.

(C) THE QUANTUM OF FINANCIAL ASSISTANCE TO BE GRANTED FOR ORGANISING A CONFERENCE/ SEMINAR / WORKSHOP / SYMPOSIUM BY AN AFFILIATED COLLEGE TEACHERS ORGANISATION / AFFILIATED COLLEGE/UNIVERSITY DEPARTMENT, ETC. SHALL BE : -

S.N.	Level	Offline	Online	Online-Offline
1	University/Regional Level	20,000	10,000	15,000
2	State Level	35,000	20,000	25,000
3	National Level	50,000	25,000	40,000
4	International Level	75,000	40,000	60,000

Financial assistance shall be made available only once in a particular financial year for organizing any academic activity mentioned above. Application in the proforma duly filled in Appendix "A, B, C, D," which is appended along with this regulation, shall be submitted by respective organizers in six copies well in advance.

D) NORMS FOR SANCTIONING FINANCIAL ASSISTANCE FROM UNIVERSTIY FUNDS FOR ORGINISING CONFERENCE/ SEMINAR / WORKSHOP / SYMPOSIUM.

(i) Conferences/Seminar/Workshops/Symposium conducted by University Department/affiliated College at the International level shall be given the first preference followed by the Conferences/Seminar/Workshops/Symposium conducted at the National level.

(ii) Conferences/ Seminar/ Workshops/ Symposium conducted by University Department/ affiliated College at the State level shall be given the next preference followed by the Conferences/Seminar/Workshops/Symposium conducted at the University/Regional level.

(iii) The Conference etc. conducted by the University Department/affiliated college for teachers in the **University Department/ affiliated colleges** of the University shall be given the next preference.

(iv) Regarding granting financial assistance to the University departments/affiliated colleges for arranging academic activities from the UGC unassigned grants, the guidelines prescribed by the UGC from time to time shall be followed.

(v) The University Department/College affiliated to the university proposing seminars, conferences etc. at International/National/State level should try to get funds from the State and National Funding Agencies such as UGC/DST/CSIR, etc.

(vi) The University Department/ College affiliated to the university organizing Conference /Seminar/ Workshop/ Symposium should arrange their programmes in such a manner that hostels are available for accommodating the participants. Such conference/seminar/ workshop/ symposium should be normally organized during the winter or summer vacation.

(vii) Conference /Seminar/ Workshop/ Symposium shall be considered as recognized academic activity for the purpose of sanctioning duty leave and TA/DA to the teachers of affiliated colleges/University Department.

(viii) Proposals for organizing such Conferences/Seminar/Workshops/Symposium shall be submitted up to 30th June or 31st December of every year in prescribed proforma appended as Appendix "B". Such proposal shall be submitted at least one month before the commencement of the event.

(ix) The proposals submitted by the affiliated colleges/University Department in the prescribed proforma shall be placed before the committee which will consider such proposals and make recommendations to the Management Council of the University regarding financial assistance. The committee shall be as under :

1	**Two** members of the Management Council nominated by the Management Council out of which one shall be nominated as a Chairman	Members
2	Concerned Dean nominated by the Vice-Chancellor	Member
3	Deputy Registrar (Development)	Secretary

x) For organization of International Conference in offline mode, participation **Excluding Resource Person** of at least **two** persons from other countries (International) shall be mandatorily required. For organization of International Conference in online/online-offline (Hybrid) mode, participation of at least Ten persons from other countries (International) shall be mandatorily required. Moreover, the documentary evidences in support of participation of persons from other countries shall be submitted to the university as early as possible after the execution of the conference.

xi) For organization of National Conference in offline mode, participation **Excluding Resource Person** of at least ten persons from other states (National) shall be mandatorily required. Organizers must ensure that there shall be a delegation/participation from at least five different states excluding the home state, Maharashtra. Further, the documentary evidences in support of participation of persons from five other states shall be submitted to the university as early as possible after the conduction of the conference.

xii) The provisions made in respect of Financial Assistance for conduction of the Conference /Seminar/ Workshop/ Symposium which were circulated in Gazette part II vide Notification No. 142 /2004 , Regulation No. 9/2021 and 14/2022 shall be repealed.

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APPENDIX-A

SANT GADGE BABA AMRAVATI UNIVERSITY,AMRAVATI

Application For Financial Assistance For Organizing Conference/Seminar/ Workshop/ Symposium to be submitted by the **University Department** In Online / Offline/Online-offline Mode (Hybrid Mode)

(Information should be neatly typed & submitted in 6 copies with supporting documents)

1	Title of the Event and Probable Date (Duration)	From ---------- to ----------
2	Level of the event	International/ National/ State/ Regional/ University/ (specify) _____
3	Main Theme (Subject)	
4	Allied themes(Sub-Subjects if any)	
5	Name & Contact No. and Email ID of the Organizing Department	
6	Name & Contact No. and Email ID of the Head of the Department	
7	Name& Contact No. and Email ID of the Coordinator	
8	Name & Contact No. and Email ID of the Convener/or Secretary	
9	Name & Contact No. and Email ID of the Co-conveners (if any)	
10	Name of the Joint Organizers/Collaboration (if any) (Department/Society/Bodies/Institutions/ Cell ,etc.)	
11	Role of the Joint Organizers /Collaborators in the event	
12	Aims and Objects of the event	
13	No. of Participants (Approximately) : - (i) No. of Outstation Participants (ii) No. of Local Participants (In case of state-level event, please specify the number of participants from the other universities. In case of National event, please specify the number of participants from the other states. In case of International event, please specify the number of participants from other countries.)	
14	Estimated budget of the event Total Expected Receipts: Total Expected Expenditure: (Figures are to be brought from the Annexure-C)	
15	Expected out come of an event	
16	Tentative List of the Invited Guests/ Speakers with their Names/ Affiliation/ contact address details	
17	Tentative Program schedule	
18	Advisory Committee	
19	Organizing Committee (International/ National /Local etc.)	
20	Scientific Program Committee	
21	Event organizing Material Purchase Committee	
22	Publication & Publicity Committee	
23	Accommodation & Transport Committee	
24	Hospitality Committee	
25	Tentative First Circular of the event	
26	Signature of the Convener/ Secretary	
27	Signature of Head of the Department	

Co-ordinator
Name and Signature

Head, Department of ----------
Name, Signature, Stamp/Sea

APPENDIX – B

SANT GADGE BABA AMRAVATI UNIVERSITY,AMRAVATI

Application For Financial Assistance to College affiliated to the University For Organizing Conference/Seminar/ Workshop/ Symposium In Online / Offline /Online-offline Mode (Hybrid Mode)

(Information should be neatly typed with supporting documents be submitted in Six copies)

1	Name of the College (& Code)	
2	Address of the College	
3	Name & Contact No. and Email ID of the Principal of College organizing (Conf./Seminar/Workshop/Symposia etc.)	
4	Academic Programme to be Organised (Conf./Seminar/Workshop/Symposium etc.)	
5	Subject	
6	Probable Date (Duration)	From ---------- to ----------
7	Status or Level of the Conference /Seminar /Workshop /Symposia	(International/National /State / Regional/ University Level.)
8	Scope and area to be Covered	
9	Title of the Event And Dates (tentative) (Conf./Seminar/Workshop/Symposia etc.)	
10	Level of the event	International/ National/ State/ Regional/ University/ (specify) _____
11	Main Theme (Subject)	
12	Allied themes(Sub-Subjects if any)	
13	Name of the Organizing Department	
14	Name& Contact No. and Email ID of the Coordinator	
15	Name & Contact No. and Email ID of the Convener/or Secretary	
16	Name & Contact No. and Email ID of the Co-conveners (if any)	
17	Name & Contact No. and Email ID of the Joint Organizers/Collaboration (if any) (Department/Society/Bodies/Institutions/ Cell ,etc)	
18	Role of the Joint Organizers /Collaborators in the event	
19	Aims and Objects of the event	
20	No. of Participants (Approximately) : - (i) No. of Outstation Participants (ii) No. of Local Participants (In case of state-level event, please specify the number of participants from the other universities. In case of National event, please specify the number of participants from the other states. In case of International event, please specify the number of participants from other countries.)	
21	Estimated budget of the event Total Expected Receipts: Total Expected Expenditure: (Figures are to be brought from the Annexure-C)	
22	Expected out come of an event	
23	Tentative List of the Invited Guests/ Speakers with their Names/ Affiliation/ contact address details	
24	Tentative Program schedule	
25	Advisory Committee	
26	Organizing Committee (International/ National /Local etc.)	
27	Signature of the Convener/ Secretary	
28	Signature of the Coordinator	
29	Signature of the Principal	

Co-ordinator
Name and Signature

Principal, College of ----------
Name, Signature and Stamp/Se

Appendix-C

BUDGET FOR THE EVENT								
RECEIPTS					**EXPENDITURES**			
S.N.		Funding Agency	Amount		S.N.	SUB PART	Expenditure Head	Amount
1		UGC			1	a	TA/DA Resource Persons	
2		Govt. of India Agencies			2	a	TA/DA to Contributors	
	A				3	a	Food (Break Fast, Lunch, Dinner, Tea & High Tea)	
	B					b	Hospitality	
	C				4	a	Proceeding Print version	
	D				5	a	Proceeding Electronic Version	
	E				6	a	Circulars (1st + 2nd) Pre Conference Printing	
	F					b	Conference Material	
	G					c	Souvenir printing	
	H					d	Conference kit(Bag) Pad, Pen, ID Card, Coupons, etc.	
3		Registration fees			7		Accommodation	
4		Sponsorships/ Advertisements			8		Local Transport	
	A	Industrialists			9		Stationary/Postage/ Phone/ Fax/ Net services	
	B	Marketing Firms			10		Miscellaneous	
	C	Educational Institutions				a	Meeting Expenses, Break Fast, Lunch, Dinner, Tea & High Tea.	
	D	Individuals				b	Photo	
	E					c	Flowers	
	F					d	Video	
5		University General Fund				e	Press Conference/ banner expenditure for publicity	
6						f	Light	
7						g	Sound	
8						h	Cultural	
9					11		Others e.g. Manpower etc.	
		Total					Total	

Co- ordinator

Name and Signature

Head, Department of ---- -------
Or
Principal, College of ----------
Name, Signature and Stamp/Seal