SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE

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PART- ONE

Thursday, the 17th November, 2022

Regulation No. 14 of 2022

No. 14/2022 Date : 17/11/2022

Financial Assistance for conduction of the Conference /Seminar/ Workshop/ Symposium for Online /Offline /Online-Offline mode Regulation, 2022.

Whereas it is expendient to frame Regulation in respect of Financial Assistance for conduction of conduction of the Conference /Seminar/ Workshop/ Symposium for Online/Offline /Online-Offline mode

The Regulation may be called as "Financial Assistance for conduction of the Conference /Seminar/ Workshop/ Symposium for Online/Offline /Online-Offline 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. The Conference /Seminars/ Workshop/ Symposium organised by the Universities, colleges affiliated to the University, academic bodies, academic organisation, apex bodies such as UGC, AICTE, NCTE etc. at national and international level be treated as approved by the University. "

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

(a) For getting Financial Assistance, the organisation should be a registered body and recognised by the University and the academic 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 either or 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 organising Conference /Seminars / Workshop/ Symposium:

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

(C) THE QUANTUM OF FINANCIAL ASSISTANCE TO BE GRANTED FOR ORGANISING A CONFERENCE/ SEMINAR / WORKSHOP / SYMPOSIUM BY AN AFFILIATED COLLEGE TEACHERS ORGANISATION / AFFILIATED COLLEGE 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 organising any academic activity mentioned above. Application in the proforma duly filled in Appendix "A, B, C, D," which is appended with this regulation, shall be submitted by respective organisers in six copies well in advance.

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

(i) Conferences /Seminars/ Workshops/ Symposia conducted by University Department on all India basis shall be given first preference.

(ii) The Conference etc. conducted by the Uniiversity Department for teachers in the affiliated college of the University be given next preference.

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

(iv) The Allocation from University Fund will form the core money for the above mentioned academic activities. The Department proposiong seminars, conferences etc. at All India level should try to get funds from State and National Funding Agencies such as UGC/DST/CSIR etc,

(v) The University Department organising Conference /Seminar/ Workshop/ Symposium should arrange their programmes in such a maner that hostels are available for accommodating the participants. Such conferences/seminer/ workshop/ symposium should be normally organised during the winter or summer vacation.

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

(vii) Proposals for organising such Conference /Seminars/ Workshops/ Symposia shall be submitted up to 30th June or 31st December of every year in prescribed proforma appended as Appedix "B"

(viii) The poposals 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 appointed by the Management Council comprising of following members.

1	Three members of the Management Council nominated by the Managment Council out which one shall be nominated Chairman	Member
2	One Dean nominated by the Vice-Chancellor	Member
3	Deputy Registrar (Development)	Secretary

(ix) 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 Shall be revoked.

Annexure-A

SANT GADGE BABA AMRAVATI UNIVERSITY,AMRAVATI

Application For Financial Assistance For Organising Conference/Seminar/ Workshop/ Symposium to be submitted by the **University Post Graduate Department** In Online / Offline /Online-offiline Mode.

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

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

Co-ordinator **Head, Department of ----------**

APPENDIX - B

SANT GADGE BABA AMRAVATI UNIVERSITY,AMRAVATI

Application For Financial Assistance For Organising Conference/Seminar/ Workshop/ Symposium In Online / Offline /Online-offiline Mode.

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

1	Name of the College/ Organisation	
2	Address of the College /Organisation	
3	Name of the Principal /Organising (Conf./Seminar/Workshop/Symposia etc.)	
4	Academic Programme to be Organised (Conf./Seminar/Workshop/Symposium etc.)	
5	Subject	
6	Probable Date	From ---------- to ----------
7	Status of the Confernce /Seminar/Workshop /Symposia	(International/National /State / Regional/ University Level.)
8	Scope and area to be Covered	
9	Title of the EventAnd Dates (tentative) (Conf./Seminar/Workshop/Symposia etc.)	
10	Level of the event	International/ National/ State/ Regional/ University/ Other (specify) _____
11	Main Theme (Subject)	
12	Allied themes(Sub-Subjects if any)	
13	Name of the Organizing Department	
14	Name of the Head of the Department	
15	Name of the Convener/or Secretary	
16	Name of the Co-conveners (if any)	
17	Name 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	
21	Estimated budget of the event Total Expected Receipts: Total Expected Expenditure: (Figures are to be brought from the Annexure-B)	
22	Benefits expected out of organizing an event / Beneficiaries'	
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 Head of the Department	

Co-ordinator

Head, Department of ----------
Or
Principal, College of ----------

Annexure-C

PROPOSAL FORM FOR THE EVENT (Collaboration)

1	Title of the Event And Dates (tentative)	
2	Level of the event	International/ National/ State/ Regional/ University/ Other (specify) _____
3	Main Theme (Subject)	
4	Allied themes(Sub-Subjects if any)	
5	Name of the Organizing Department	
6	Name of the Head of the Department	
7	Name of the Convener/or Secretary	
8	Name of the Co-conveners (if any)	
9	(a) Name of the Joint Organizers (if any) (Department/Society/Bodies/Institutions/Cell, etc). (b) Name of the Joint Collaboration (if any) (Department/Society/Bodies/Institutions/ Cell ,etc)	
10	Role of the Joint Organizers /Collaborators in the event	
11	Aims and Objects of the event	
12	No. of Participants (Approximately) : - (i) No. of Outstation Participants (ii) No. of Local Participants	
13	Estimated budget of the event Total Expected Receipts: Total Expected Expenditure: (Figures are to be brought from the Annexure-B)	
14	Benefits expected out of organizing an event / Beneficiaries'	
15	Tentative List of the Invited Guests/ Speakers with their Names/ Affiliation/ contact address details	
16	Tentative Program schedule	
17	Advisory Committee	
18	Organizing Committee (International/ National /Local etc)	
19	Scientific Program Committee	
20	Event organizing Material Purchase Committee	
21	Publication & Publicity Committee	
22	Accommodation & Transport Committee	
23	Hospitality Committee	
24	Tentative First Circular of the event	
25	Signature of the Convener/ Secretary	
26	Signature of Head of the Department	

Co-ordinator **Head, Department of ----------**

Annexure-D

BUDGET FOR THE EVENT

RECEIPTS			
S.N.		Funding Agency	Amount
1		UGC	
2		Govt. of India Agencies	
	A		
	B		
	C		
	D		
	E		
	F		
	G		
	H		
3		Registrations fees	
4		Sponsorships/ Advertisements	
	A	Industrialists	
	B	Marketing Firms	
	C	Educational Institutions	
	D	Individuals	
	E		
	F		
5		University General Fund	
6			
7			
8			
9			
		Total	

EXPENDITURES			
S.N.	SUB PART	Expenditure Head	Amount
1	a	TA/DA Resource Persons	
2	a	TA/DA to Contributors	
3	a	Food (Break Fast, Lunch, Dinner, Tea & High Tea)	
	b	Hospitality	
4	a	Proceeding Print version	
5	a	Proceeding Electronic Version	
6	a	Circulars (1^{st} + 2^{nd}) Pre Conference Printing	
	b	Conference Material	
	c	Souvenir printing	
	d	Conference kit(Bag) Pad, Pen, ID Card, Coupons, etc.	
7		Accommodation	
8		Local Transport	
9		Stationary/Postage/ Phone/ Fax/ Net services	
10		Miscellaneous	
	a	Meeting Expenses, Break Fast, Lunch, Dinner, Tea & High Tea.	
	b	Photo	
	c	Flowers	
	d	Video	
	e	Press Conference/ banner expenditure for publicity	
	f	Light	
	g	Sound	
	h	Cultural	
11	-	Others e.g. Manpower etc.	
		Total	

Co ordinator

Head, Department of ----------
Or
Principal, College of ----------