

**Revised guidelines for providing funds to the  
organization of Conferences/Workshops/Seminars/  
Symposia in Affiliated Colleges and Schools on the  
campus**

**(w.e.f. 2019-2020)**



(Grade-A (3.11 CGPA)  
(NAAC Re-accredited)

**Kavayitri Bahinabai Chaudhari North  
Maharashtra University, Jalgaon-425001  
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**[www.nmu.ac.in](http://www.nmu.ac.in)**

**1. Preamble:**

The scheme provides financial assistance to university schools/Departments and colleges affiliated to it for organizing conferences, workshops, symposia and seminars at State, National and International levels in various fields. It is envisaged that it will provide teachers, researchers and students a forum for sharing their knowledge, experiences and research findings.

**2. Objective:**

The basic objective of the scheme is to help college and university schools/Departments to organize conference/symposia/workshops or Seminars and bring together academicians and experts from different parts of the country and abroad to exchange knowledge and ideas.

**3. Eligibility/Target Group:**

Financial assistance under the scheme is available to affiliated Colleges/recognized Institutes/Schools/ Department on university campus.

**4. The salient features of the scheme:**

The nature of assistance available under the scheme to Colleges/Schools/Departments on university campus shall be governed by the following points.

- A College/School/Department on campus may be assisted for hosting Seminar/ Workshop/Conference/Symposia either alone or 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 with application.
- There should be Call for Papers and Delegate Participation through brochure/ academic journals/website.
- A College/School/Department on campus may host up to one State/National/ International level activity in a year.
- Participant may be charged pre-decided registration fees.

- Payment for travel from outside India is not permissible under this scheme. For foreign participants, expenditure can be incurred on travelling only for travel within India.
- The daily expenditure on foreign participants should not exceed Rs. 2500/- per day per head for boarding and lodging.
- Traveling allowances for outstation participants may be limited as per College/University rules where the activity is being organized.
- For International Conference/Symposia/Seminar/Workshop, prior clearances from the Ministry of External Affairs, Ministry of Home Affairs and MHRD, Government of India be obtained and letters to that effect be enclosed along with the proposal.

#### 5. Nature of Financial Assistance by the University:

The nature of financial assistant under the scheme is shown in the following tables

##### For a one-day programme:

Sr. No.	Particulars	Univ/State	National	International
1.	Affiliated Colleges	15,000/-	30,000/-	60,000/-
2.	School/Department on Campus	20,000/-	50,000/-	80,000/-

##### For a two-day programme:

Sr. No.	Particulars	Univ/State	National	International
1.	Affiliated Colleges	30,000/-	50,000/-	75,000/-
2.	School/Department on Campus	40,000/-	75,000/-	1,20,000/-

##### The grant under the scheme may be used for the following items:

- TA (within India) and honorarium (up to Rs. 2000/- per day) for Resource Person.
- TA (within India) for Paper Presenters/Invited Speakers.
- Pre-conference printing (Announcements, brochure, abstract, etc.).
- Publication of Proceedings.
- Local hospitality, including board and lodging (may be restricted to 50% of the total allocation from the University).

**6. Minimum requirement for the program to be recognized as National/ International.**

	<b>National</b>	<b>International</b>
Affiliated colleges	Ten (10) Participants/Resource Person form other than Maharashtra State.	Five (05) participants / resource person from outside India
Schools/Dept. on campus	Twenty (20) Participants/ Resource person form other than Maharashtra State.	Ten (10) participants / resource person from outside India

**7. Procure of applying for the scheme:**

The Colleges/Schools/Departments on campus seeking financial assistance under this scheme shall submit their proposal in the prescribed Proforma (Annexure-1) to the Office of the Pro-Vice Chancellor. Funds once released/sanctioned for organizing a particular activity cannot be utilized for any other Programme.

The proposals under the scheme may be submitted on or before 30<sup>th</sup> September of the year. The College/University/School/Department 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.

**8. Procedure for approval:**

The Committee constituted for the said purpose shall consider the proposals and give recommendations. The final decision shall 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 to the University immediately. Prior permission of the University shall be required in case the dates(s) and/or venue for the activity is changed.

**9. Procedure for release of grants:**

Once the University sanctions the proposal, the approval letter for the activity shall be sent to the College/Institute/School/Department on campus. The amount sanctioned must be spent under the approved heads/ items within the allocation. The grants shall 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 and Principal of College/Director of the Institute/School (iii) two copies of proceedings, to be submitted within two months after the activity to the office of Pro-V.C.

Grants to the colleges/recognized institutes/Schools/Department on campus under the scheme shall be approved only if accounts of grants sanctioned during the earlier financial years have been settled.

Vice-Chancellor  
Kavayitri Bahinabai Chaudhari  
North Maharashtra University,  
Jalgaon.

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**For approval purpose**

- History of Document: Issued with approval of Vice Chancellor.

<b>Approved by</b>	<b>Date</b>	<b>Subject</b>	<b>Resolution No.</b>
(i) Academic Council			
(ii) Management Council			

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