**Dr B R Ambedkar University, Agra**

**GUIDELINES GOVERNING THE UTILIZATION OF GRANTS FOR ORGANIZING SEMINARS/CONFERENCES FROM UGC PLAN DEVELOPMENT GRANT**

Support under ‘ Unassigned Grant’ will be available only for organizing programmes like short-term (less than 15 days) workshops or training programmes/ seminars/ symposia and International/ National/ Regional/ State level conferences.

1. Schools or Departments, which organized none or fewer programmes, should be given preference.
2. Academic programmes which are likely to give new awareness and break new grounds will be encouraged.
3. Programmes in areas of research in which there is considerable activity or thrust/ emerging areas will be given preference.
4. Assistance for International/ National/ Regional/ State Level Conferences may be provided as under:

* International Level Conference up to Rs. 3.00 lakh
* National Level Conference up to Rs. 2.00 lakh
* Regional/State Level Conference up to Rs. 1.00 lakh

The quantum of support may be determined depending on the number of participants and the status of the Conference.Consolidated Guidelines governing the utilization of grant for organizing Seminar/Conferences etc.

1. The proposal for organizing conference/seminar/symposia by a faculty member may be submitted to the Vice-Chancellor through the Director/Head of the Department/Dean of the School. The forecast of the estimated receipts and head-wise expenditure should be prepared while obtaining funds and the expenditure should be incurred in accordance with the forecast under respective broad heads.
2. The details of the workshop/conference of seminar should be given in the proposal mentioning the theme, focused area. The benefit department or University will get by organizing the event should also be stated.
3. Number of local and outstation participants including resource persons, invited lectures should be fixed while framing budget for the Workshop or Seminar with the approval of the Vice- Chancellor. Normally the total number should not exceed 50. The tentative list of the speakers should be attached.
4. The rates of registration fee may be fixed in advance by the organizers of the Seminars/Conferences, etc. The norms for the grant of partial/full exemption of registration fee may also be laid down in advance to regulate the same in a systematic way. The same may be submitted for the information of the Vice-Chancellor.
5. The UGC Guidelines in regard to limits of expenditure on boarding, lodging, hospitality etc. may be followed in respect of Seminars/Workshops etc. organized with the funds provided by the UGC. In other cases where the funds are provided by agencies other than UGC the special norms, if any, agreed to by the University and the funding agencies may be followed with the approval of the Vice-Chancellor.
6. After the conclusion of the workshop/seminar, a statement of expenditure is to be submitted by the organizing secretary/HOD to the Finance Department besides, submitting the adjustment of account for the advances drawn.
7. In case, any deviation is required from these guidelines, prior approval of the Vice-Chancellor is to be obtained by the faculty member concerned.
8. The grant may be used for the following items.
9. TA (within India) and honorarium (Rs 1000/- per day) for Resource persons not belonging to the organizing institution.
10. TA (within India) for paper presenters not belonging to the organizing institution as per university rules.
11. Pre conference training (announcements, Brochures etc).
12. Publication of Proceedings/Abstract Book
13. Local hospitality, including boarding and lodging (may be restricted to 25% of the total allocation from the UGC).

**STATEMENT OF EXPENDITURE FOR ORGANISATION OF SEMINARS/SYMPOSIA AND CONFERENCES (INTERNATIONAL/NATIONAL/STATE LEVEL)**

1. Name of the Programme:
2. Duration Opening Date Closing Date
3. Number of participants
4. Outstation
5. Local
6. Total
7. Name and office address of the Director/Head/Organising Secretary:
8. Items of expenditure incurred:
9. Boarding charges for outstation

Participants/resource persons Rs.

1. Hospitality to\_ local

Participants/resource persons Rs.

1. TA & incidental charges to outstation

Participants including resource

Persons etc. Rs.

1. Honorarium to Director and

Resource Persons Rs.

1. Misc. & Contingencies Rs.
2. DA to foreign participants (if any) Rs.
3. Internal Travel to foreign participants (if any) Rs.

Total expenditure incurred Rs.

Grant received from the UGC Rs.

Income from any other source, if so

Indicate the source and amount Rs.

Signature & Seal of

The Director/ HOD/ Organising secretary of the Programme

Signature of the Registrar

Note: All original receipts must be enclosed with it.