

INDIA

**GUIDELINES FOR
ORGANISATION OF
SEMINAR/CONFERENCE
BY THE COLLEGES REVISED
FOR THE IXth PLAN PERIOD**



**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002**

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GUIDELINES FOR ORGANISATION OF SEMINAR/CONFERENCE BY THE COLLEGES REVISED FOR THE IXth PLAN PERIOD

I. OBJECTIVE

Seminars and conferences are intended to bring together the academicians and experts from different parts of the country and abroad for exchange of knowledge and ideas and an indepth analysis of the subject as also for participants to become upto-date in their subject areas.

II. OPERATIONAL FEATURES

Seminars and conferences should focus on presentation of papers based on research and ideas for enhancing of knowledge and ideas in the respective areas of study and research. There should be a time allocated for discussion. The outcome should contribute to knowledge development, promoting the quality of teaching, research and outreach strategies. Every seminar and conference should result in the publication of the papers presented of the seminar/conference and the proceedings which include the discussions which took place and the recommendations. While sending application a copy should be furnished to the UGC along with the statement of expenditure and Utilisation Certificate for the grant sanctioned earlier by the UGC.

The colleges which are eligible under Sections 2 (f) and 12(b) of the UGC Act need apply for assistance under the scheme of seminars/conferences and approach the respective regional offices of the UGC for the purpose. Proforma for application is given as **Annexure**. For an international conference, before announcing the actual date of conference and without referring the proposal to UGC, the organising university/college may first obtain clearance from the Ministry of External Affairs, Government of India well in advance, say a year or so, to avoid delay, for organisation of such international conference.

III. FINANCIAL SUPPORT

A. *Seminars*

The participants may be provided free board and lodging by the host institution. Participants may be charged registration fees. The daily expenditure on foreign participants should not exceed Rs. 700 per day per head for board and lodging. However, payment for travel from and outside India is not permissible under the scheme. For foreign participants expenditure can be incurred on travelling allowance only for travel in India. For out-station participants, travelling allowance at the rate applicable for faculty members of the university can be

paid. The organising college may limit its expenditure for organising the seminars to Rs. 50,000/- only all inclusive.

B. *State and National Level Conference*

The college may organise state and national level conference, not more than two in a year so as to enable others also to share the limited resource equally. The TA/DA norms and incidental charges for local and out-station participants will be as in the case of the seminar.

The UGC contribution in the case of a state level conference should be limited to Rs. 65,000/- and that for a national level conference to Rs. 75,000/-.

C. *International conferences*

An international conference can be organised once in a year by a college with prior clearance of the Ministry of External Affairs, Government of India as referred earlier. The UGC contribution will be within the overall limit of Rs. 1.50 lakh.

**APPLICATION FOR
SEMINAR/SYMPOSA/CONFERENCES**

1. Name of the College :

2. Address :

Tel. No. :

Fax :

3. Whether the college is included under Sections 2 (f) and 12 (B) of the UGC Act.
Yes/No

a. Total number of Post-graduate students _____

b. Total number of under-graduate students _____

4. Has the college organised any seminar/conference/symposia earlier? If yes, give the date when it was last organised:

5. Specify the objectives and the theme/synopsis of the proposed seminar/symposia/ conference/workshop :

6. Are there resource persons in the college on the above theme?

7. How many participants will attend?

a. Out-station

b. Local

8. Who will be the chief organiser?
9. Is there an Organising Committee? Give its composition .
10. Give the estimated budget for different kinds of expenditure :
 - a.
 - b.
 - c.
 - d.

Total :

11. Date of seminars/symposia/conferences :
12. Recommendation of the Principal :
13. Recommendation of the Director CDC (or competent authority) of the university to which the college is affiliated :

PS : Please note that in the absence of any information the proposal will not be considered and will cause delay.

