



Directorate of Students' Welfare
Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>

No. 3(7)/IPU/DSW/2011/26

Dated: 8-1-14

GUIDELINES FOR SEMINAR GRANT

The scheme provides financial assistance to the affiliated institutes primarily focussing on the Professional Education for organizing Conference / Seminar / Workshop at National and International level to promote high standards in Professional and Technical Education by way of extending opportunities to the academicians and students by providing a forum for sharing their knowledge, experiences, innovations and inventions. Preference shall be given to topics of interdisciplinary nature, emerging and thrust areas in Professional and Technical Education

ELIGIBILITY:

Grant is provided for organizing a seminar/conference/workshop etc. to various Affiliated Institutes on the basis of recommendations of the Standing Committee constituted by the Competent Authority on reimbursement basis.

The Seminar Grant shall be provided once in two years. If during the last two years, Institute has already availed any financial assistance under this scheme, they would be ineligible for the aforesaid grant.

Financial Assistance:

The University will provide financial assistance to the affiliated institutes for organizing Seminar / Conference / Workshop on the basis of recommendations of the Standing Committee in accordance with the following norms:

S. No.	Duration of Seminar / Conference / Workshop, etc	Maximum Limit of Financial Assistance
1.	One Day	Rs. 50,000/
2.	Two Days	Rs. 1,00,000/
3.	Three Days & Above	Rs. 1,50,000/

Assessment Process:

- The relevance of the event to the society/academia.
- Priority would be given those who have not availed the any grant earlier under this scheme.
- Number of participation of students in the Conference/Seminar/Workshop.
- Presentation by the host institute, if required.

Conditions:

- Grant released/sanctioned for organizing a particular Seminar / Conference / Workshop cannot be utilized for any other programme/ purpose.
- Certificate of clearance from GOI is essential for conducting International Seminars / Conferences are to be obtained by individual affiliated institute of the University.
- In case the event is cancelled, University should be informed immediately.
- Prior permission of University is required in case date(s) for the event is changed.
- Proposals received under this scheme shall be evaluated by duly constituted Standing Committee. The meetings shall take place generally two times in a year.
- The host institute has to make efforts to partially bear the expenses at their end and of the University provisions accordingly.

7. No advance shall be released against the sanctioned amount before the event to the affiliated institutes.
8. Application in prescribe format ("**Part A & B**" copy enclosed) should be submitted to the Directorate of Students' Welfare for applying Seminar Grant to organize Conference/Seminar/Workshop, etc. well in advance at least in 60 days before the event.
9. The application should be properly spiral bound to avoid any loss of information. University shall not be responsible for loss of any documents.
10. Incomplete applications or applications not in prescribed format shall not be entertained.
11. If required, a presentation would be made by the host institution before the committee for appraisal of the activity for the approval of grant.
12. The application is to be filled in by the Executive Authority of the Parent Organization and countersigned by the local organizing Committee and the Head of the Institution where the Conference/Seminar/Workshop is to be held.
13. All the related announcements/banners/publications/invitation cards must bear the logo of the University.
14. The host institute must give wide publicity through website, flags etc. to all the concerned students/faculty.
15. The host institute must declare the details of sponsorship if any, received from/applied to any sponsoring agencies other then GGSIP UNIVERSITY like DST, DIT, CSIR, ICSSR, UGC, Trust, Society, etc.
16. The University will have the right to nominate two persons to attend the event without any charges (delegation/registration fee etc.). They would be entitled to all privileges as available to registered delegates.

Procedure for releasing Seminar Grant:

The sanctioned amount will be released after receiving the following documents on the basis of the recommendations of the Standing Committee:

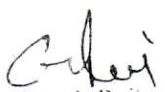
- i) Feed Back form as per **Part-C**.
- ii) Utilization Certificate as per **Part-D** and statement of expenditure as per **Part-E** for the full amount sanctioned should be signed by Principal / Director of the affiliated institute and Financial Head/ Officer.
- iii) The **Part D & E** should be audited/certified by the Chartered Accountant
- iv) Copy of proceedings/publications and other relevant documents, if any
- v) The institutes should submit details of their bank account no., address of bank, IFSC Code, a copy of cancelled cheque for transferring the sanctioned amount of grant.

NOTE: The Director/Principal of the institute will ensure the authenticity of the Utilization Certificate and in case any discrepancy is found, the University reserves its right to deduct appropriate amount.

Submission of Application:

The application for applying Seminar Grant should be submitted in prescribe format to the Directorate of Students' Welfare at the address given below:

The Director, Students' Welfare
Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi-110078


 (Prof. G.S. Rai)
 Director, Students' Welfare

Copy to:

- (1) All Dean
- (2) Controller of Finance.
- (3) AR to Hon'ble Vice Chancellor.
- (4) AR to Registrar
- (5) Guard File.