

GUIDELINES FOR SANCTION OF FINANCIAL ASSISTANCE TO UNIVERSITY  
DEPARTMENTS / COLLEGES FOR CONDUCT OF INTERNATIONAL/ NATIONAL  
CONFERENCES / SEMINARS FOR THE YEAR 2011-12

**Seminars/ Conferences:**

The main objective of the Seminars/ Conferences is to bring together the academicians and experts from different parts of the country and abroad for in-depth analysis of subject for helping the participants to become up to date in their subject area and for exchange of ideas. APSCHE desires to encourage Universities and Affiliated colleges to organize Seminars/ Conferences by providing financial assistance; however, the assistance is limited and will be as detailed below:

<b>Financial Assistance</b>	
<b>(a) Universities</b>	
1. Not more than two International seminars/ conferences with duration of 3 days or more from each University ( in a year)	Upto Rs. 1.00 lakh for each programme
2. Not more than Two National seminars / conferences from each University ( in a year)	
i. 1- day duration	Upto Rs.20,000
ii. 2- days or more	Upto Rs. 50,000
<i>In case there are no proposals received/ found suitable under the 1<sup>st</sup> category (International), a maximum of four proposals will be considered under the 2<sup>nd</sup> category (National)</i>	
<b>(b) Affiliated Colleges under each University</b>	
1. Not more than Two National seminars/ Conferences from all affiliated colleges put together (in a year)	
i. 1 – day duration	Upto Rs. 20,000
ii. 2 – day duration	Upto Rs. 50,000

- The proposals whether from University Departments or affiliated colleges, have to be recommended by the Vice-Chancellor of the University concerned
- The University authorities are requested to keep in view the above, while recommending the proposals.
- The proposals will be accepted and processed twice a year and should be submitted in the **format prescribed by the Council** in duplicate as per the following schedule:

<b>Submission of Proposals</b>		
<b>I Phase</b>	By 31 <sup>st</sup> May for Seminars / Conferences proposed in the months of	July, August, September, October
<b>II Phase</b>	By 30 <sup>th</sup> September for Seminars / Conferences proposed in the Months of	November, December, January, February, March

- The proposals of subject association to conduct their Annual Meetings and Conferences will not be considered.
- A proposal from any particular department/ College from a university will be considered for financial assistance only once in two years.
- The sanction letter as well as DD for the financial assistance will always be sent to the Registrar of the University; in case of affiliated colleges it will be sent to the Principal. However, a copy will always be marked to the Convener of the seminar / conference.
- Initially 80% of the sanctioned amount will be released and the remaining 20% only after the submission of following documents
  - a. audited (Local Fund Audit) utilization certificate, audited (Local Fund audit) receipts and payments account signed by the Convener and Registrar of the University.
  - b. In case of newly established Universities or affiliated colleges where local fund audit is not attached, then utilization certificate and receipts & payments A/c duly audited by Registered Chartered Account may be submitted. However, the Registrar/ Convener / Principal has to give a declaration stating that LF audit is not attached to the University/ College.
  - c. The proceedings of the seminar
  - d. Summary of the seminar report and
  - e. a copy of communication sending the proceedings of the Conference to all Libraries of the Universities and respective Department of the Universities.
- Financial assistance will be provided only to the University Departments and affiliated colleges; not to any other Associations / outside organizations.
- The selection of proposals for assistance will be done by an Expert Committee. No further correspondence shall be entertained.
- The convener has to settle the financial assistance obtained from APSCHE by producing above said documents within two months from the date of completion of the program.

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- The List of approved proposals will be displayed on the website [www.apsche.org](http://www.apsche.org) within **30** days from the last date for the receipt of proposals. No separate communication will be sent in respect of proposals not approved
- The convener has to take all the necessary steps to organize the event on the dates mentioned in the proposal. In case the programme could not be conducted for any reason on the dates originally proposed, the program shall be organized within the period as mentioned below.
  - a. before 31<sup>st</sup> Oct. for the programs proposed during July – Oct,
  - b. before 31<sup>st</sup> March for the programs proposed during Nov. – March of succeeding year

In case the event is not organized within the stipulated period, the financial assistance provided by APSCHE for this purpose must be returned. No further correspondence shall be entertained in this regard.

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