

GUIDELINES FOR FINANCIAL ASSISTANCE TO ORGANISE AN ACADEMIC EVENT AT MANUU

1. INTRODUCTION

The scheme provides financial assistance for organizing an academic event such as Conferences, Seminars, Symposia and Workshops at Regional, National and International levels in various fields. Further, the scheme intends to promote high standards in Departments, Schools of Study, Colleges, Institutes and Centers by way of extending facilities to teachers, researchers and students, by providing a forum for sharing their knowledge, experiences and research findings.

2. OBJECTIVE

The basic objective of the scheme is to bring together academicians and experts from different parts of the country and abroad to exchange knowledge and ideas. This will provide an in-depth analysis of subjects and update the knowledge of the participants from academic/research institutions.

3. ELIGIBILITY:

Only Permanent Faculty Members of MANUU working in the Departments/ Colleges/ Research Centers of the MANUU with recommendation of respective Statutory Bodies (Departmental Research Committee or School Board or Governing Board or Advisory Committee).

4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

The nature of assistance available under the scheme to the Departments/Colleges/Research Centers of the MANUU will be under the following categories:

Regional and National Level Events: Departments/ Colleges/ Research Centers may be assisted for hosting: (a) Annual Conference of recognized academic associations/ professional bodies. (b) The Conference/ Seminar/ Symposia/ Workshop activities organized in collaboration with recognized academic /professional associations/bodies/institutions, associations of business/ industry, voluntary organizations, NGOs and registered societies/trusts may be encouraged. In case of collaboration, a letter from the respective agency as applicable may be furnished with the application.

There should be Call for Papers and Delegate Participation through academic journals/website.

A Departments/ Colleges/ Research Centers may host up to two Regional/National level events in an year. But the University Assistance will not be given for more than one event at each level to a Department in a financial year. The participants may be provided free board and lodging by the host institutions, wherever it is possible. Participants may be charged registration fees and TA/DA for outstation resource persons may be limited as per University rules and UGC norms where the event is being organized.

International Level Events: An International Conference may be organized once in two years by a Department/ College/ Research Center having Postgraduate Department(s), which is (are) eligible for financial assistance under General Development Assistance Scheme, with prior clearance from the Ministry of External Affairs, Government of India. A certificate from the Government of India must be enclosed along with the proposal. The participation of foreign delegates is a must. The daily expenditure on foreign participants should not exceed Rs.2,000/- per day per head for board and lodging. However, payment for travel from outside India is not permissible under this scheme. For foreign participants, expenditure can be incurred on payment of traveling allowances, only for travel within India. Further to explore the financial assistance from other sources / sponsoring agencies to meet the expected budget estimates for the event.

5. BUDGET CEILING, PROVISION AND UTILIZATION OF GRANT:

The Financial Assistance Ceiling is limited to as follows:

- 1) Regional Level - Rs. 1.00 Lakh
- 2) National Level - Rs. 2.00 Lakhs
- 3) International Level - Rs. 3.00 Lakhs

The Budget Breakup should be as follows:

- 1) Honorarium to the Resource Persons - 10%
- 2) Travel to Resource Persons - 20%
- 3) Hospitality to Participants and Delegates - 50%
- 4) Organizational Expenses - 15%
- 5) Contingencies - 05%

The grant may be used for the following items:

- a) TA (within India) and honorarium (Rs.1000/- per hour) for Resource Persons (not belonging to the organizing institution)
- b) Hospitality for Paper Presenters and Registered Delegates,
- c) Pre-conference Printing (announcements, abstracts, etc.)
- d) Publication of Proceedings

6. PROCEDURE FOR APPLYING THE SCHEME:

All eligible faculty members of the University Departments/Colleges/Research Centers may submit their proposal well in advance (2 - 3 months for Regional, 4 - 6 months for National and 8 - 12 months for International events) duly recommended by the respective statutory bodies in the prescribed proforma to the **Office of the Dean, Academics, MANUU, Hyderabad – 500032**. However, proposals may be sent any time during the year as stipulated advance duration for active consideration.

7. PROCEDURE FOR APPROVAL:

The proposal after initial scrutiny for fulfilling the norms in all respects will be submitted for the approval of the competent authority.

8. PROCEDURE FOR RELEASE OF GRANTS:

The approval letter for the activity will be sent to the Organizing Secretary of the event with a copy to Head/Dean/Principal/Director concerned Department/School/College/Center. The Organizing Secretary concerned Conference/Seminar/Symposia/Workshop submits a bill for Advance along with the copy of sanction letter. The first installment of 80% of the total grant sanctioned will be released by the Finance Section of the University.

The amount released can be spent under the approved heads/items within the allocation under the respective heads/items. The second installment of the sanctioned grant will be released on the receipt of (i) Feedback form, (Annexure-II), duly completed (ii) duly audited Utilization Certificate of the total expenditure (Annexure-III), incurred which must be signed by the Organizing Secretary/ Head of the Department / Institution (iii) two copies of proceedings, to be submitted within six months after the event.