**Andhra Pradesh State Council of Higher Education**

***GUIDELINES AND FORMAT FOR THE SANCTION OF FINANCIAL ASSISTANCE TO UNIVERSITY DEPARTMENTS / COLLEGES FOR CONDUCT OF INTERNATIONAL / NATIONAL CONFERENCES / SEMINARS/SYMPOSIA***

***1. Objectives of Financial Assistance to Seminars :***

The main objective of this scheme is to bring together academicians and experts from different parts of the country and abroad for dwelling upon contemporary trends in various subjects and for disseminating knowledge of the theoretical and practical aspects of the subjects concerned through Seminars / Conferences / Symposia. This scheme provides for teachers, students and researchers being engaged in academic activity that leads to a sharing of knowledge and expertise and for an exchange of ideas.

***2. Eligibility:***

Financial Assistance sanctioned for the seminar / conference / symposia shall be incurred largely on the academic component of the event. General expenditure related to non-academic components shall be reduced to the barest minimum.

**2.1 International Conferences / Seminars / Symposia to be held by University Departments**

a. Minimum duration - 3 days

b. Only Universities are eligible to conduct International Conferences / Seminars / Symposia.

c. Not more than two international Conferences / Seminars / Symposia will be sanctioned to a University in a year.

d. The theme of the Conference / Seminar / Symposium should reflect contemporary developments in the subject/frontier areas of knowledge/ inter-disciplinary areas of study.

e. In case of interdisciplinary seminars, two or more departments can jointly send the proposal and organize the event.

f. At least two delegates from abroad should participate in an International Conference / Seminar / Symposium.

g. The maximum amount sanctioned will be Rs.1,00,000/- per each international event.

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**2.2 National Conferences / Seminars / Symposia to be held by University Departments**

a. Minimum duration - 2 days

b. Not more than two national Conferences / Seminars / Symposia will be sanctioned to a University in a year, not exceeding one for each Department.

c. In case no International Conference / Seminar / Symposium is sanctioned to a University, it can be sanctioned up to four national Conferences / Seminars / Symposia not exceeding one for each department provided the proposals have been made in time and they are suitable for consideration.

d. The theme of the seminar should reflect contemporary developments in the subject/frontier areas of knowledge/inter-disciplinary areas of study

e. In case of interdisciplinary seminars, two or more departments can jointly send the proposal and organize the event.

f. The maximum amount sanctioned will be Rs.50,000/- per each national event.

**2.3 National Conferences / Seminars / Symposia to be held by affiliated colleges.**

a. The affiliated colleges coming under the jurisdiction of a University should have been established at least 5 years before the proposal is made and should have adequate facilities, space, infrastructure and qualified faculty are available.

b. Minimum duration - 2 days

c. The theme of the seminar / conference / symposium should reflect contemporary developments in the subject / frontier areas of knowledge / inter-disciplinary areas of study

d. In case of interdisciplinary seminars two or more departments can send the proposal and organize the event.

e. The maximum amount sanctioned will be Rs.50,000/- per each national event.

***3. Conditions :***

3.1 Proposals for national Conferences / Seminars / Symposia, whether by University departments or affiliated colleges, have to be recommended by the Vice-Chancellor of the University concerned.

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3.2 When a seminar / conference/ symposium approved by the APSCHE is held, the names of the sponsors of the seminar shall be mentioned in all communications including in the Revenue and Expenditure statement.

3.3 The sponsoring University / institution shall make its infrastructure including its guest house / auditorium available for organizing the seminar / conference / symposium free of cost.

3.4 In addition, the University / institution concerned shall also make a financial allocation for the conduct of the event.

3.5 The proposals sent by the University departments / affiliated colleges will be examined by an Expert Committee constituted by the State Council. The decision of the State Council shall be final in this regard.

***4. Scrutiny of Proposals:***

**4.1 Constitution of the Expert Committee:** The Expert Committee shall consist of three (3) members from a broad range of disciplines including Sciences, Engineering, and Arts / Humanities / Social Sciences of whom one may preferably be a former Vice-Chancellor. Basing on the merits of the proposal, the Expert Committee may recommend for sanction of an appropriate amount for the organization of the conference / seminar / symposium not exceeding the maximum amount prescribed above.

**4.2 Conditions for acceptance:** Proposals for the conduct of a national / international conference / seminar / symposium are accepted twice a year:

a. **In Phase I**, the last date for submission of proposals by the University departments / Colleges through the respective Vice-Chancellors is 31st May of the year.

b. For proposals approved in Phase-I, the international/national seminar /conference/symposium will have to be held between July and October during that year failing which the financial assistance will be withdrawn.

c. **In Phase II**, the last date for submission of proposals by the University departments / Colleges through the respective Vice-Chancellors is 30th September of the year.

d. For proposals approved in Phase-II, the international/national seminar / conference/symposium will have to be held between November of the same year and March of the succeeding year, failing which the financial assistance will be withdrawn.

e. Proposals not received in the prescribed format and through the proper channel will be rejected / deemed to be rejected.

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4.3 Proposals for the conduct of international/national seminar / conference / symposium by Subject Associations and proposals for the conduct of Annual Meetings and Conferences of Subject Associations will not be considered.

4.4 A University Department / College which has been sanctioned a conference / seminar / symposium will not be considered again for the sanction of another seminar / conference / symposium for the next two years. Proposals **from any University Department / College for a seminar / conference / symposium will be considered for financial assistance only once in two years (total 4 phases)**.

4.5 The sanction letter as well as DD for the financial assistance will be sent to the Registrar of the University. In case of affiliated colleges, it will be sent to the Principal of the college concerned. However, a copy will be marked to the Convener/Director /Organizing Secretary of the seminar / conference/ symposium for information and necessary action.

4.6 Out of the amount total amount sanctioned for the conduct of seminar / conference / symposium, the State Council will release 80% of the amount in the 1st phase before the conduct of seminar /conference/symposium. The remaining 20% will be sanctioned in the 2nd phase after the conduct of the seminar / conference / symposium subject to the receipt of the following by the State Council within two months conduct of the event:

i. Audited Statement (State Audit) of Receipts and Expenditure.
ii. Utilization Certificate furnished by the State Audit in case of Universities where State Audit office is attached.
iii. (i) & (ii) of the above should be signed by the Director / Convener / Organizing Secretary of the seminar / conference / symposium and the Registrar of the University.

4.7 In case of newly established Universities where State Audit is not attached and affiliated colleges, within two months of the conduct of the event the State Council shall receive

i. Audited Statement of Receipts and Expenditure by a Chartered Accountant.
ii. Utilization Certificate furnished by a Chartered Accountant.
iii. (i) & (ii) of the above should be signed by the Director / Convener / Organizing Secretary of the seminar / conference / symposium and the Registrar of the University / Principal of the College as the case may be.

4.8 Along with the audited statement of Receipts and Expenditure and the Utilization Certificate as mentioned above, for claiming the remaining 20% of the sanctioned amount the following shall be sent:

i. A comprehensive report detailing the academic component of the seminar /conference/symposium including a summary of observations / recommendations, if any, and a one page critical analysis of the feedback obtained from the participants.

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ii. Book of abstracts containing the presentations made session-wise so as to reflect the actual deliberations.
iii. (i) & (ii) above along with the brochure should be placed in the website of the University.
iv. (i) & (ii) & (iii) above should be sent by email to the AP State Council of Higher Education for being placed on its Website.

4.9 Non-compliance with the requirements as stated above will not entitle an institution for the release of the remaining 20% of the financial assistance.

4.10 The list of proposals approved by the AP State Council in each phase will be placed on the website of the AP State Council of Higher Education within one month from the last date of the phase concerned.

4.11 The Director / Convener / Organizing Secretary shall take necessary steps to organize the events on the days mentioned in the proposal. At any rate the event has to be organized within the period prescribed for the phase concerned:

i. Phase- I - between 1st July to 30th October
ii. Phase II – between 1st November and 31st March of the succeeding of the Year

4.12 In *case the sanctioned* seminar /conference/symposium cannot be organized for unforeseen reasons before the stipulated period, the Director / Convener / Organizing Secretary shall resubmit the revised dates of the seminar / conference / symposium through the proper channel stating the reasons for the non-conduct of the event during the stipulated period for the consideration of the State Council. The decision of the State Council shall be final in this regard.

***5. Formats to be filled :***

5.1 Form to be filled by the Director / Convener / Organizing Secretary.
5.2 Format to be filled by the Expert Committee.
5.3 Format to be filled by the Participant
5.4 Format to be filled by the Director / Convener / Organizing Secretary summarizing the feedback

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