

# **Guidelines**

## **For providing Financial Assistance to Organize Seminars/ Conferences/ Workshops/ Symposia**

The IIS University provides financial assistance to organize seminars/ conferences in order to promote research.

Requests for financial assistance up to Rs. 50,000/- is considered by the University.

### **I. Objectives**

Seminars/ Conferences/ Workshops/ Symposia are to be organized

1. To promote and dissipate knowledge about contemporary themes in different disciplines.
2. To provide a platform to interact with experts, academicians and industry person.
3. To collaborate with societies, academic bodies and other organizations.

### **II. Eligibility**

1. For concurrent two sessions the grant will not be sanctioned to one department.
2. Depending on the merit of the proposal, the University may provide financial assistance.
3. Only one proposal from each department will be accepted.

### **III. Procedure**

1. All applications should be submitted to the research section in the prescribed proforma (Annexure-1) within the announced date.

2. While preparing proposal and for Brochure, Dean should be addressed as Conference /Seminar Director and Head as Convenor. A person, who is submitting a proposal to organize the Conferences / Seminars / Workshops/ Symposia, will be designated as Organizing Secretary.
3. After approval of the proposal, the approval letter for the activity will be sent to Organizing Secretary, Head of the Department and respective Dean.
4. The amount released can be spent under the approved heads/items within the allocation under the respective heads/items. However reappropriation may granted on pre-approval by the Registrar.
5. The proposals are to be evaluated by an Expert Committee setup for the purpose. The approval will be given on the basis of merit on the recommendation of the committee.

#### **IV. Financial Assistant**

1. Ceiling of Financial Assistant Rs. 50,000/-
2. The grant may be used for following heads:

| <b>S. No.</b> | <b>Items</b>   | <b>Amount</b> |
|---------------|--|---------------|
| 1.            | Travel & stay of resource persons                          |               |
| 2.            | Honorarium to resource person                              |               |
| 3.            | Local transportation charges                               |               |
| 4.            | Food charges   |               |
| 5.            | Stay charges   |               |
| 6.            | Pre-Seminars/ Conferences /Workshops/<br>Symposia printing |               |
| 7.            | Course material/ kits                                      |               |
| 8.            | Publication of proceedings (5 copies)                      |               |
| 9.            | Field work expenditure                                     |               |
| 10.           | Contingency  |               |
| Total         |  |               |

3. Honorarium of only 6 resource persons per Seminar/ Conference/ Workshop/ Symposia will be paid by the University at rate of Rs. 1500/session.
4. Minimum amount of Registration fee for Student / Research Scholar should be Rs. 800/- and 1200/- for faculty members.
5. While preparing budget miscellaneous expenses such as Photograph, Banner, Stay at guest house etc. should be included under the appropriate head.

**V. Procedure for Release of Grant**

1. On completion of Seminars/ Conferences/ Workshops/ Symposia, duly audited Utilization Certificate of the total expenditure (Annexure-2), incurred must be signed by the Convener, Head and Head of Institution within 15 days of the completion of the event or 31<sup>st</sup> March of the academic year whichever is earlier should be submitted to the research section.
2. **Two copies** of the abstract booklet and proceedings, to be submitted within one month after the activity to the research section.

**VI. Other Terms and Conditions for the release of Funds**

The organizing Secretary should inform the University in case any financial assistance is received from other sources for organizing Seminars/ Conferences/ Workshops/ Symposia.

**THE IIS UNIVERSITY, JAIPUR****Application Form**

1. Please tick (✓) the appropriate item

(a) Activity : Conference/ Workshop/ Seminar/  
Symposiums/ others (Specify)

(b) Geographical Coverage : Departmental/ State Level/  
National/ International Level

2. Theme of the Seminar/ Conference/ Workshop/ Symposia

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3. Title of Seminar/ Conference/ Workshop/ Symposia

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4. Proposed Date(s) : From ..... to .....;  
Total number of days: .....

5. No. of Participants :

|            | (in number) |
|------------|-------------|
| Local      |             |
| Outstation |             |
| Total      |             |

6. Venue :

7. Name of Organizing Department -

(i) Interdisciplinary Department :

(ii) Collaborative Department :

8. (i) Name & Designation of conference director :

.....

.....

Phone Number : .....

E-mail : .....

(ii) Name & Designation of conference convenor :

.....  
.....

Phone Number : .....

E-mail : .....

(iii) Name & Designation of organizing secretary :

.....  
.....

Phone Number : .....

E-mail : .....

9. Names of Resource Persons proposed to be invited with complete address.

10. Broad details of estimated expenditure (in Rs.) for which financial assistance is sought -

| S.No. | Items   | Amount |
|-------|---|--------|
| 1.    | Travel & stay of resource persons                       |        |
| 2.    | Honorarium to resource person                           |        |
| 3.    | Local transportation charges                            |        |
| 4.    | Food charges  |        |
| 5.    | Stay charges  |        |
| 6.    | Pre-Seminars/ Conferences /Workshops/ Symposia printing |        |
| 7.    | Course material/ kits                                   |        |
| 8.    | Publication of proceedings (5 copies)                   |        |
| 9.    | Field work expenditure                                  |        |
| 10.   | Contingency   |        |
| Total |   |        |

11. Amount Expected from the university :

12. Funding from other sources : -

(a) Registration Fees (Rs.) : \_\_\_\_\_

(b) Funding from other agencies :

| Name of Organization | Amount Sought (Rs.) | Amount sanctioned (Rs.) |
|----------------------|---------------------|-------------------------|
|                      |                     |                         |
|                      |                     |                         |

13. Detailed proposal of the activity

A. Title of the activity:

B. Background including details of past events organized on the proposed topic:

C. Aims/Objectives (in at least 500 words):

D. Target audience/participants with expected number:

E. Details of Sessions:

Please mention themes/topics to be covered under each business/technical session and names of resource persons:

**Date :**

**Name & Signature of the Applicant**

**Date :**

**Name & Signature of Head**

**Date :**

**Name & Signature of Dean**

**Format for Statement of Income and Expenditure & Utilization Certificate**

1. Title of the Conference/Workshop/Seminar :
2. Name of the Convener/Organizing Secretary :
3. Name of Department :
4. IIS University Sanction letter No. and Date :
5. Amount of grant received from the IIS University :
6. Duration of the Activity (with dates) :
7. Amount received from Registration Fee :
8. Grant Sanctioned from other agency (if any) :  
(Name of Funding Agency and Amount)

Statement of Expenditure :

| Income/ Receipts   |                 |
|--------------------|-----------------|
| Funding Agency     | Amount received |
| The IIS University |                 |
|                    |                 |
|                    |                 |
|                    |                 |
| Sponsorship        |                 |
| Registration Fees  |                 |
| Total :            |                 |

| Expenditure Incurred Head-wise           | Amount (Rs.) |
|--|--------------|
| Heads                                    |              |
| • TA/DA                                  |              |
| • Honorarium                             |              |
| • Accommodation                          |              |
| • Transportation                         |              |
| • Refreshment                            |              |
| • Printing and Stationary (Certificates) |              |
| • Pre Conference Printing                |              |
| • Proceeding                             |              |
| • Kits                                   |              |
| • Mementoes                              |              |
| • Photography                            |              |
| • Videography                            |              |
| • Venue                                  |              |
| • Contingency (Floral etc.)              |              |
| • Any other                              |              |
| Total :                                  |              |

**Name and Signature of  
Convener/Organizing Secretary**

**Name & Signature of  
Finance Officer (with seal)**



# THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

## Utilization Certificate for Individual Receipts

| Grant Received             | Amount Received | Expenditure Heads | Amount |
|----------------------------|-----------------|-------------------|--------|
| The IIS University         |                 |                   |        |
|                            |                 |                   |        |
|                            |                 |                   |        |
|                            |                 |                   |        |
|                            |                 |                   |        |
| (Any Other Funding Agency) |                 |                   |        |
|                            |                 |                   |        |
|                            |                 |                   |        |
|                            |                 |                   |        |
|                            |                 |                   |        |
| Sponsorship                |                 |                   |        |
|                            |                 |                   |        |
|                            |                 |                   |        |
|                            |                 |                   |        |
|                            |                 |                   |        |
| Registration Fees          |                 |                   |        |
|                            |                 |                   |        |
|                            |                 |                   |        |
|                            |                 |                   |        |
|                            |                 |                   |        |
| <b>Total :</b>             |                 |                   |        |

**Name and Signature of  
Convener/Organizing Secretary**

**Name & Signature of  
Finance Officer (with seal)**