

CENTRAL UNIVERSITY OF SOUTH BIHAR

GUIDELINES FOR ORGANISING CONFERENCES/ SEMINARS/ WORKSHOPS/ SYMPOSIA/ SHORT TERM TRAINING PROGRAMMES

The UGC guidelines makes provisions for providing financial assistance to the Centres/Departments for organising conference/seminar/symposia/workshop/training programmes of short duration. As a policy, Central University of South Bihar encourages its Centres/Departments to organize such activities to increase the academic interaction and to improve the professional networking among peers by providing a forum for sharing the knowledge, experiences and research. In order to facilitate such activities and to streamline the process involved in applying and obtaining administrative and financial approval, following guidelines is framed for implementation.

1. Those Department/Centre who intend to organise conference/seminar/symposia/ workshop/ training programme of short duration (less than 15 days) shall submit the proposal to the Development Section of the University in the prescribed format (**enclosed at Annexure-I**) at least three months before the event for obtaining the approval of the Vice-Chancellor.
2. Any Department/Centre intending to send the proposal for organising seminar/ conference/ workshop/ symposia/ short-term training programme to external funding agency will submit the proposal to the Development Section for approval. No application will be submitted to any external agency without prior approval of the Competent Authority of the University.
3. The proposal for organising any event should be duly approved by the Departmental Committee/ Centre Committee (DC/CC) and forwarded by the Head and Dean of concerned Department/Centre and School and consist of concept note, outcome and estimated budget. The minutes of the DC/CC should be enclosed with the proposal.
4. The University will consider the proposal for seminar/ conference/ workshop/ symposia/ training programme on the merit of the proposal and in view of the availability of funds under this head. After the approval of the Vice-Chancellor, the sanction letter for the activity will be sent to the Department/Centre by Development Section. The amount sanctioned can be spent under the approved heads/ items within the allocation under the respective heads/ items.
5. In the light of UGC guidelines financial assistance for International / National/ Regional / State Level Conferences will be provided as under:

International Level Conference upto Rs.3.00 lakh

National Level Conference up to Rs.2.00 lakh

Regional/State Level Conference up to Rs.1.00 lakh

The quantum of support will be determined depending on the number of participants and the status of the conference/seminar.

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6. For the activities to be organised with the funds provided by the University, the UGC Guidelines [UGC Office Memorandum No.F.21-1/2015(FD-I/B) dated 29/07/2015 – copy **enclosed at Annexure-II**] and CUSB rules in regard to limits of expenditure on travelling allowance, honorarium, boarding, lodging, hospitality etc. will be followed.
7. The honorarium and TA/DA to be provided to the **Resource Persons/Experts** for various training programs / workshops/ conferences/ seminars/ will be as follows:
 - (i) Honorarium - Maximum Rs.3000/- per day.
 - (ii) Boarding & lodging will normally be provided in the guest house of the University. In case the accommodation is not available in the University guest house, then the accommodation may be arranged by the organising Department/Centre in the hotels approved/empanelled by the University.
 - (iii) Travelling Allowances will be paid as per the entitlement of the resource person prescribed in UGC/GoI Rules. (**Annexure-II**)
 - (iv) No honorarium will be paid to the University employee.
 - (v) For local conveyance of Resource Person/Experts University vehicle may be arranged. In case University vehicle is not available, then taxi may be arranged on prevailing rates maximum upto Rs.1500/- per day.
8. For secretarial and clerical assistance including house-keeping, office supplies, postage, photo copying, pre-conference printing of abstracts, banner, memento and other Misc. items limits of expenditure are as follows :

For programmes of upto 3 days	:	Rs.10,000/- maximum
For programmes of more than 3 days	:	Rs.15,000/- maximum
9. The expenditure towards registration kits (comprising of a bag / folder, pen, note book, etc.) shall not exceed @ Rs. 300/- per registered participant.
10. Tea/coffee, snacks upto Rs. 50/- and lunch & dinner upto Rs.200/- per participants per day can be arranged.
11. Prior permission of the University is required in case of any escalation in the upper ceiling of the prescribed rates or re-appropriation of amount or any change of the date(s) or nature of the proposed activities.
12. In cases where the funds are provided by agencies other than UGC wherein some special norms of expenditure have been laid down, the same should be followed.
13. The approved estimated amount will be released through RTGS/NEFT/Cheque to the concerned Centre/Department account to meet the expenses and make arrangements for the events.
14. In case the event is cancelled, the funds will have to be returned back to the University immediately.
15. After the conclusion of the event, a statement of expenditure is to be submitted by the Convener/Coordinator of the Programme through Head of Centre/Department and to the Development Section besides submitting the adjustment of account for the advances drawn maximum within 15 days after conclusion of the event.