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Directorate of Students' Welfare
Guru Gobind Singh Indraprastha University
(A State University established by the Government of NCT of Delhi)
Sector 16-C, Dwarka, New Delhi 110078 www.ipu.ac.in



F. No. GGSIPU/DSW/23/2024-25/413

Dated: 15.10.2024

GUIDELINES FOR SEMINAR GRANT FOR AFFILIATED INSTITUTES

The scheme provides financial assistance to the affiliated institutes primarily focussing on the Professional Education for organizing a Conference/Seminar/Workshop at the National and International level to promote high standards in Professional and Technical Education by way of extending opportunities to the academicians and students by providing a forum for sharing their knowledge, experiences, innovations and inventions. Preference shall be given to topics of interdisciplinary nature and emerging and thrust areas in Professional and Technical Education.

ELIGIBILITY:

The grant is provided for organizing Seminar/Conference/Workshop etc. to various Affiliated Institutes of the University on the basis of recommendations of the Standing Committee constituted by the Competent Authority on reimbursement basis.

The Seminar Grant shall be provided once in three years. If during the last three years, the institute has already availed any financial assistance under this scheme, they would be ineligible for the aforesaid grant.

FINANCIAL ASSISTANCE:

The University will provide a financial assistance to the affiliated institutes of the University for organizing a Seminar/Conference/Workshop on the basis of the recommendations of the Standing Committee amounting to a maximum of Rs.50,000/- (Rupees fifty thousand only).

ASSESSMENT PROCESS:

1. The relevance of the event to the society/academia.
2. Priority would be given to those who have not availed any grant earlier under this scheme.
3. Number of students participating in the Conference/Seminar/Workshop.
4. Presentation by the host institute, if required.

CONDITIONS:

1. Funds allocated for the seminar grant can only be utilized for academic purposes, i.e., publication of papers/books, honorarium & TA/DA to the external experts, printing of Poster/Banner of the Seminar/Conference/Workshop etc. and not for hospitality purposes.
2. Organizing Committee of the Seminar/Conference/Workshop should include students.
3. Students from other institutes/schools under GGSIP University should also be encouraged to participate in the Seminar/Conference/Workshop.
4. Grant released/sanctioned for organizing a particular Seminar/Conference/Workshop cannot be utilized for any other programme/purpose.
5. Certificate of clearance from Govt. of India is essential for conducting International Seminars/ Conferences and to be obtained by individual affiliated institute of the University.
6. In case the event is cancelled, the University should be informed immediately.
7. Prior permission of the University is required in case date(s) for the event is changed.
8. Proposals received under this scheme shall be evaluated by a duly constituted Standing Committee. The meetings shall take place generally two times in a year.
9. The host institute has to make efforts to partially bear the expenses at their end and submit budget provisions accordingly.
10. No advance shall be released against the sanctioned amount before the event to the affiliated institutes.

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11. Application in the prescribed format ("Part A & B" copy enclosed) should be submitted to the Directorate of Students' Welfare for applying for the Seminar Grant to organize a Conference/Seminar/Workshop at least 60 days before the event.
12. The application should be properly spiral bound to avoid any loss of information. The University shall not be responsible for the loss of any documents.
13. Incomplete applications or applications not in the prescribed format shall not be entertained.
14. If required, a presentation would be made by the host institution before the committee for the appraisal of the activity for the approval of the grant.
15. The application is to be filled in by the Executive Authority of the Parent Organization and countersigned by the local organizing Committee and the Head of the Institution where the Conference/Seminar/Workshop is to be held.
16. All the related announcements/banners/publications/invitation cards must bear the logo of the University.
17. The host institute must give wide publicity through its website, flags etc. to all the concerned students/faculty.
18. The host institute must declare the details of sponsorship if any, received from/applied to any sponsoring agencies other than GGSIP UNIVERSITY like DST, DIT, CSIR, ICSSR, UGC, Trust, Society, etc.
19. The University will have the right to nominate two persons to attend the event without any charges (delegation/registration fee etc.). They would be entitled to all the privileges as available to the registered delegates.

PROCEDURE FOR RELEASING SEMINAR GRANT:

The sanctioned amount will be released after receiving the following documents on the basis of the recommendations of the Standing Committee:


- i) Feedback form as per **Part-C**.
- ii) Utilization Certificate as per **Part-D** and statement of expenditure as per **Part-E** for the full amount sanctioned should be signed by the Principal/Director of the affiliated institute and Financial Head/ Officer.
- iii) **Part D & E** should be audited/certified by the Chartered Accountant (in case of affiliated institute).
- iv) Copy of proceedings/publications and other relevant documents, if any
- v) The institutes should submit details of their bank account no., address of bank, IFSC Code, a copy of cancelled cheque for transferring the sanctioned amount of grant.

NOTE: The Dean/HOD/Director/Principal of the institute will ensure the authenticity of the Utilization Certificate and in case any discrepancy is found, the University reserves its right to deduct an appropriate amount.

SUBMISSION OF APPLICATION:


The proposal for the Seminar Grant should be submitted in the prescribed format (enclosed) to the Directorate of Students' Welfare at the address given below:

**The Director, Students' Welfare
Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi-110078**


**(Prof. Manpreet Kaur Kang)
Director, Students' Welfare**

Copy to:

1. All Deans/Directors, USS/Centres and Directors/Principals of Affiliated Institutions, GGSIPU
2. Controller of Finance, GGSIPU.
3. Head, UITS with a request to upload the same on the University website.
4. AR to Vice Chancellor for kind information of the Hon'ble Vice Chancellor.
5. AR to Registrar for kind information of the Registrar.
6. Guard File.


**(Surinder Singh)
Section Officer, SW**



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Directorate of Students' Welfare
Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>

SEMINAR GRANT

"PART-A"

APPLICATION FORM

1. Name of the Institution : _____

2. Address of the Institution : _____

3. Title of the Seminar / Conference/Workshop _____

4. Dates of Seminar/Conference/Workshop: From _____ To _____
Total Duration _____ Days
5. Venue of the Seminar/Conference/Workshop: _____
6. No. of participants expected to attend the conference: _____
7. Theme of Seminar/Conference/Workshop: _____

9. Nature of Seminar (please ✓)

State	National	International
10. If international, whether clearance from Government of India has been obtained? YES/NO
(if Yes, please attach supporting document)
11. Name and address of Collaborating Agencies: Professional bodies/National agencies / Registered Societies etc.
12. Details of proposed Event:-
 - i) Objectives and importance of the Event
 - ii) Topics to be Discussed
 - iii) Future outcome
 - iv) Details of proposed sessions

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13. Whether any event in the last 3 years was organized by the institution? (Yes/No)
- (i) If yes, whether any financial assistance was received from GGSIP University for the above mentioned event, give the detail.
- (ii) If UC has been submitted for the same Yes/No

14. a) Details of Expenditure:

Head	Anticipated Expenditure (In rupees)	Assistance required From GGSIP UNIVERSITY (In Rupees)
TA/DA to External Experts		
Stationary/Printing expenses		
Publication of Proceedings/Papers		
Any other (specify)		
Total		

- b) Assistance / facilities provided by the parent organization (Give Details)
- c) Details of grants received from Agencies/Organizations other than GGSIP UNIVERSITY for the proposed activity (Please enclose copy of approval letters).
15. Technical and professional programme of the seminar (Please attach the conference announcement brochure).
16. Name of the authority responsible for submitting the audited statement of accounts for the present grant, if sanctioned.
17. Recommendation of the competent authority of the institution / Head of the institution.
18. Details of total grant received from other organizations for the conduct of the event

Sl. No.	Name of Agency	Grant Received (in figures)	(In words)

19. Total proposed expenditure required from GGSIP University (in figures) _____
 (In words) _____

 Name & Signature of the Convener

 Name & Signature of the Director /Principal of Institution with Seal

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**“PART B”
INSTITUTION PROFILE**

1. Name of the Institution: _____

2. Type of Institution: _____

Govt.	Govt.-aided	Self-financing	Others
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3. Address of the Institution: _____

Telephone No. _____ Fax. No. _____

E-mail : _____ Website _____

4. Full time Faculty position in the Institution: (Numbers only)

Dept.	Professor	Associate Professor	Assistant Professor
Total			

5. Faculty student ratio: _____

6. Details of the grant received from GGSIP UNIVERSITY under the scheme during last five years.

Name of the Seminar	Amount	Year
Total		

7. Whether the Institution has any pending court cases against GGSIP UNIVERSITY ? (Y / N)
(If yes, give details)

W.P. NO./ Case No	Details

**(Name & Signature of the Director /
Principal of Institution with Seal)**

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"PART C"
FEED BACK FORM

1. GGSIP UNIVERSITY approval Letter No. & Date _____
2. Name of the Convener / Organizing Secretary _____
3. Name and Address of the Institution _____

4. Title of the conference _____
5. Dates of Seminar: from _____ to _____
6. Venue of Seminar _____
7. Total no. of participants proposed and actually attended
Proposed Attended
8. Total amount approved by the University: Rs. _____ (in words) _____
9. Total expenditure incurred in conducting the conference / seminar: Rs. _____ (in words) _____
10. Grant received from various agencies other than GGSIP UNIVERSITY for this conference/seminar

Sl. No.	Name of Agency	Grant Received (in Rs.)
Total =		

11. Details of internal revenue if any generated by the Institution / Department on account of this seminar / conference _____
12. Sponsorship Amount, if any, received/ receivable _____
13. Briefly mention about the technological / academic / or any other benefit generated by conducting this seminar / conference / workshop with respect to a) the institution, b) the faculty; c) students; d) industry / society _____
14. The soft as well as hard copy of the detailed proceedings of the event must be furnished to the University _____

Name & Signature of Convener /
Organizing Secretary

Name & Signature of the Director /
Principal of Institution with Seal

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"PART D"

FORMAT FOR UTILIZATION CERTIFICATE UNDER THE SCHEME
(FINANCIAL YEAR _____)

GGSSIP UNIVERSITY approval Letter No & Date: _____

Name & Address of the Institution: _____

Name of Convener : _____

Dates of Conference : From _____ To _____

Title of Conference : _____

S. No.	Details	Amount	
(a)	Approval Letter No. & Date		Certified that an expenditure of a total amount of Rs. _____/- has been incurred on account of _____ organizing _____ seminar titled _____ from _____ to _____ held at _____.
(b)	Total amount approved by GGSIP University as per the approval letter		
(c)	Amount to be Released by GGSIP UNIVERSITY		

Certified that I have satisfied myself that the conditions on which the grant-in-aid was approved have been duly fulfilled.

Name & Signature of the Convener	Signature (with seal) of the Head of the Institution
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**Signature of the Finance Officer (with seal) &
Certified by CA with her/his Membership No. & Full Postal Address**

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"PART E"
FORMAT FOR STATEMENT OF EXPENDITURE

GGSSIP UNIVERSITY approval Letter No. & Date: _____

Name & Address of the Institute: _____

Title of the Conference : _____

Name of the Convener : _____

S. No.	Income	Rs	S. No	Expenditure	Rs.
1.	Name of the sponsoring agencies (like GGSIP UNIVERSITY, DHT, DST, CSIR, ICSSR, UGC Trust etc.) and amount received: i) ii) iii)		1.	Event Brochure:	
			2.	Posters/Printing:	
			3.	Postage/courier:	
			4.	Travelling:	
			5.	Stationery	
2.	Registration fees: i)Student ii)Academia iii)Corporate iv)Any other		6.	TA to the speakers:	
			7.	Honorarium to the speakers:	
			8.	Publication of proceedings:	
3.	Fee for paper presentation		9.	Conference Kit Bag:	
4.	Fee for poster presentation		10.	Stage backdrop/banners:	
5.	Income from other Sponsors		11.	Mementos/prizes/medals/ Certificate:	
6.	Any other income if any with details		12.	Any other (Please give details)	
7.			13.		
8.			14.		
9.			15.		
10.			16.		
11.			17.		
12.			18.		
13.			19.		
14.			20.		
	TOTAL			TOTAL	

Name and Signature of
Organising Secretary / Convenor

Name & Signature of the Director /Principal of
Institution with Seal

Signature of the Finance Officer (with seal) &
Certified by CA with her/his Membership No. & Full Postal Address