



**Policy for Organizing Academic Development Programs (Seminars, Conferences, Workshops etc.) from UGC Plan Development Grant/University Grant**



**Dr. Bhimrao Ambedkar University,  
Agra**

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## **A. Preamble**

The University Grants Commission (UGC) as well as Dr. Bhimrao Ambedkar University, Agra are committed for fostering a culture of research, academic excellence, and knowledge dissemination in higher education institutions across India. To achieve this objective, UGC/University itself provides financial support in the form of Plan Development Grants to facilitate the organization of seminars and conferences in universities and colleges. These events serve platforms for scholars, researchers, and academicians to engage in meaningful discourse, share research findings, and contribute to the advancement of knowledge in various fields. By facilitating such gatherings, UGC/University aims to enhance the academic environment and promote the growth of intellectual communities in the country.

The utilization of grants for organizing seminars and conferences is designed to promote knowledge exchange, research collaboration, and the professional development of individuals and organizations. These gatherings serve as vital platforms for sharing information, fostering innovation, and addressing various issues. The grants for professional development from the university aim to facilitate the planning and execution of high-quality seminars and conferences that contribute to the advancement of knowledge and the enhancement of specific domains.

## **B. Key Objectives**

- 1. Knowledge Dissemination:** Grants for organizing seminars and conferences aim to facilitate the dissemination of the latest research findings, best practices, and innovative ideas to a broad audience. This helps in sharing knowledge and expertise among participants, furthering understanding in a particular field.
- 2. Research Collaboration:** Promoting research collaboration is a key objective. These grants encourage experts and researchers to come together to exchange ideas, collaborate on research projects, and address critical

research questions. Such collaboration often leads to the generation of new knowledge.

3. **Professional Development:** Grants support the professional development of participants by providing opportunities to enhance their skills, knowledge, and networking. Seminars and conferences often include workshops, training sessions, and panel discussions that contribute to the growth of individuals in their respective fields.
4. **Interdisciplinary Exchange:** Many grants emphasize interdisciplinary exchange, fostering interactions between individuals from different disciplines. This cross-pollination of ideas can lead to novel approaches and solutions to complex challenges.
5. **Community Building:** Seminars and conferences help build professional and academic communities. Participants establish connections, build relationships, and form networks that can have long-lasting benefits for their careers and the organizations they represent.
6. **Addressing Current Issues:** Grants may prioritize events that focus on addressing current and relevant issues, which could include scientific, social, economic, or policy-related topics. By addressing pressing challenges, these events can contribute to positive societal outcomes.
7. **Enhancing Visibility:** Organizing successful seminars and conferences can enhance the visibility and reputation of the hosting organization or institution. This, in turn, may attract more opportunities for collaboration, funding, and talent.
8. **Innovation and Problem-Solving:** The exchange of ideas and research findings at such events often leads to innovation and problem-solving. Participants may identify new approaches and solutions that can have practical applications in their fields.
9. **Knowledge Transfer:** In some cases, grants aim to support the transfer of knowledge from academia to industry or from research to practice. This can lead to the practical application of research findings.
10. **Promoting Inclusivity:** Many grants encourage diversity and inclusivity in seminar and conference participation to ensure that a wide range of voices and perspectives are heard and represented.

### **C. Financial Support**

Support under 'Unassigned Grant' will be available only for organizing programmes like short-term (less than 15 days) workshops or training programmes/ seminars/ symposia and International/ National/ Regional/ State level conferences.

- i. Schools or Departments, which organized none or fewer programmes, should be given preference.
- ii. Academic programmes which are likely to give new awareness and break new grounds will be encouraged.
- iii. Programmes in areas of research in which there is considerable activity or thrust/ emerging areas will be given preference.
- iv. Assistance for International/ National/ Regional/ State Level Conferences may be provided as under:
  - a) International Level Conference up to Rs. 3.00 lakh
  - b) National Level Conference up to Rs. 2.00 lakh
  - c) Regional/State Level Conference up to Rs. 1.00 lakh

The quantum of support may be determined depending on the number of participants and the status of the Conference.

#### **D. General Guidelines**

Consolidated Guidelines governing the utilization of grant for organizing Seminar/Conferences etc. are as follows:

1. The proposal for organizing conference/seminar/symposia by a faculty member may be submitted to the Registrar through the Director/Head of the Department/Dean of the School. The forecast of the estimated receipts and head-wise expenditure should be prepared while obtaining funds and the expenditure should be incurred in accordance with the forecast under respective broad heads.
2. The details of the workshop/conference of seminar should be given in the proposal mentioning the theme, focused area. The benefit department or University will get by organizing the event should also be stated.
3. Number of local and outstation participants including resource persons, invited lectures should be fixed while framing budget for the Workshop or Seminar with the approval of the Vice- Chancellor. Normally the total number should not exceed 50. The tentative list of the speakers should be attached.
4. The rates of registration fee may be fixed in advance by the organizers of the Seminars/Conferences, etc. The norms for the grant of partial/full exemption of registration fee may also be laid down in advance to regulate

the same in a systematic way. The same may be submitted for the approval of the Vice-Chancellor.

5. The UGC/University Guidelines in regard to limits of expenditure on boarding, lodging, hospitality etc. may be followed in respect of Seminars/Workshops etc. organized with the funds provided by the UGC/University. In other cases where the funds are provided by agencies other than UGC the special norms, if any, agreed to by the University and the funding agencies may be followed with the approval of the Vice-Chancellor.
6. After the conclusion of the workshop/seminar, a statement of expenditure is to be submitted by the organizing secretary/HOD to the Finance Department besides, submitting the adjustment of account for the advances drawn.
7. In case, any deviation is required from these guidelines, prior approval of the Vice-Chancellor is to be obtained by the faculty member concerned.
8. The grant may be used for the following items.
  - i. TA (within India) and honorarium (Rs 1000/- per day) for Resource persons not belonging to the organizing institution.
  - ii. TA (within India) for paper presenters not belonging to the organizing institution as per university rules.
  - iii. Pre conference training (announcements, Brochures etc).
  - iv. Publication of Proceedings/Abstract Book
  - v. Local hospitality, including boarding and lodging (may be restricted to 25% of the total allocation from the UGC/University).
9. The Research Department of the University will be the nodal department for present policy purposes. All the applications to be submitted to the Research Department by the HOD/ Director/ Organising Secretary concerned addressing Vice Chancellor through Registrar.

**Statement of Expenditure for Organisation of Seminars/Symposia and  
Conferences (International/National/State Level)**

1. Name of the Programme:
2. Duration: Opening Date Closing Date
3. Number of participants
  - a) Outstation
  - b) Local
  - c) Total
4. Name and office address of the Director/Head/Organising Secretary:
  
5. Items of expenditure incurred:
  - i. Boarding charges for outstation  
Participants/resource persons Rs.
  - ii. Hospitality to\_ local  
Participants/resource persons Rs.
  - iii. TA & incidental charges to outstation  
Participants including resource Persons etc. Rs.
  - iv. Honorarium to Director and Resource Persons Rs.
  - v. Misc. & Contingencies Rs.
  - vi. DA to foreign participants (if any) Rs.
  - vii. Internal Travel to foreign participants (if any) Rs.
  - Total expenditure incurred Rs.
  - Grant received from the UGC/University Rs.
  - Income from any other source, if so
  - Indicate the source and amount Rs.

Signature & Seal of  
The Director/ HOD/ Organising secretary of the Programme

Signature of the Registrar

Note: All original receipts must be enclosed with it.