

## **SEMINAR GRANT**

# **GUIDELINES AND APPLICATION FORMAT – 2008-2009**



**RESEARCH & INSTITUTIONAL DEVELOPMENT BUREAU  
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**

**4<sup>th</sup> Floor, East Tower, Bhishm Mithama Marg, Pragati Vihar, Lodhi Road, New  
Delhi -110 003.**

**E-mail: [rid@aicte.ernet.in](mailto:rid@aicte.ernet.in)**

## **SCHEME OF SEMINAR GRANT**

The scheme provides financial assistance to institutions for organizing Symposium / Conference / Seminar / Workshop at National and International level in various fields of Technical Education. The Scheme intends to promote high standards in Technical Education by way of extending opportunities to the academicians and working professionals by providing a forum for sharing their knowledge, experiences, innovations and inventions. Preference shall be given to topics of interdisciplinary nature, emerging and thrust areas in Technical Education.

In case of registered professional society etc., the proposals would be considered provided the Organizer involves any University or Technical Education Institute, since AICTE can place funds only at the disposal of Technical Education Institutions, Colleges or Universities.

### **CONDITIONS**

- 01.** Only AICTE approved Institutions / University Departments imparting technical education are entitled for the grant.
- 02.** Professional Societies, applying for the grant should involve any *AICTE approved TEI or University Department imparting technical education since AICTE can place funds only at the disposal of TEIs / Colleges / Universities*. In case of Collaborating with Professional Societies, the funds shall not be diverted to the professional societies. All the expenditures are to be made by the grantee institution only.
- 03.** Prior permission of the Council sponsorship is essential.
- 04.** Funds once released/sanctioned for organizing the particular Seminar / Conference / Symposium / Workshop cannot be utilized for any other programme.
- 05.** Certificate of clearance from GOI is essential for conducting International Seminars / Conferences / Symposia.
- 06.** In case the event is cancelled, the funds will be returned back to AICTE immediately.
- 07.** Prior permission of AICTE is required in case date(s) for the seminar is changed.
- 08.** Proposals received under this scheme are evaluated by duly constituted Expert Committee. The meetings take place generally in the months of January, April, July and October. The proposal should reach the Council at least 3 months in advance of the event as well as the AICTE meeting.

- 09.** The funds under the scheme are released in two installments. (a) the first installment (fifty percent of the total amount sanctioned) is released before the event on the receipt of acceptance letter, (b) the second installment is released after the receipt of the following documents :
- (i) Feed back form as per Annexure–I;
  - (ii) Utilisation Certificate for the full amount sanctioned and Statement of Expenditure, signed by Head of Institution (Principal / Director / Registrar), convenor and financial head / officer as per Annexure – II & III;
  - (iii) Copies of proceedings.
- 10.** The University / Institution should submit the documents necessary for release of 1<sup>st</sup> installment within 15 days of receipt of the offer letter and documents necessary for release of 2<sup>nd</sup> installment within 1 month of the conduct of the event.
- 11.** Application formats complete in all respects should be sent to Adviser (RID), All India Council for Technical Education, 4<sup>TH</sup> Floor, East Tower, Bhishm Mithama Marg, Pragati Vihar, New Delhi – 110 003.
- 12.** The application formats should be properly bound to avoid any loose paper – Council shall not be responsible for loss of any documents.
- 13.** Incomplete applications or applications not in prescribed format shall not be entertained.

## SCHEME – SEMINAR GRANT

## A - SUMMARY SHEET

1. Name of the Institution :

[illegible]

2. Address of the Institution :

[illegible]

3. Whether the Institution is approved by AICTE ? (Y / N)  
(If yes, mention AICTE File No. & Date-enclose a copy)

1

File No.	Date

4. Whether the Institution is accredited by NBA, AICTE ? (Y / N)  
(If yes, mention File No. & Date-enclose a copy)

File No.	Date

5. Title of the Seminar / Symposium / Conference

5. (i) Dates : From  To  (ii) Total No. of days

6	Venue	
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7. No. of participants expected to attend :

8. Discipline                      Major \_\_\_\_\_  
   Ancillary \_\_\_\_\_

Regional	National	International

Nature of Seminar (please ✓)

9.

10. Total proposed expenditure

11. Details of total grant received from other organizations for the conduct of the seminar / conference

Sl. No.	Name of Agency	Grant Received

12. Total grant requested from AICTE

\_\_\_\_\_  
Name & Signature of the Convenor

\_\_\_\_\_  
Name & Signature of the Head of Institution with Seal

## B - APPLICATION FORM

01. a). Title of the Seminar/Symposium/Conference  
(indicating theme)

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- b) Dates : From 

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 To 

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Venue (write complete address)

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- c) Duration (No 

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 of 

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 days)

- d) Discipline

Major \_\_\_\_\_

Ancillary \_\_\_\_\_

- e) Nature of Seminar/Symposium/  
Conference/Workshop

Regional	National	International

- f) Number of participants expected to attend

Local	Outstation	Total

- g) If international, whether clearance from Government of India has been  
obtained?  
(if Yes, please ☒ and attach supporting document)

Yes	No

h) Name and address of Collaborating Registered/Professional bodies/Na


02. a). Objectives and importance of the Event.

b). Topics to be Discussed.

c). Future outcome.

03. Details of proposed Event

a) Details of proposed sessions

b) Name, address of resource persons delivering

Key

04Name and designation of Chairperson and Members of the organizing committee.

05.Whether any other such events were organized by the organization/institution earlier during the last three years? (Y/N)

☐

(if UC has been submitted for the same Y/N)

☐

06. a). Details of Expenditure

Head	Anticipated Expenditure (In rupees)	Assistance required From AICTE (In Rupees)
Pre-conference Expenditure		
Travel Allowance		

Stationary		
Secretarial Assistance		
Publications of Proceedings		
Any other (specify)		
Total		

b). Assistance / facilities provided by the parent organization (Give Details)

c). Details of grants received from Agencies/Organizations other than AICTE for the proposed activity (Please enclose copy of approval letters).

07. Technical programme of the seminar (Please attach the conference announcement brochure).

08. Name of the authority responsible for submitting the audited statement of accounts for the present grant, if sanctioned.

09. Recommendation of the competent authority of the institution / Head of the institution.

\_\_\_\_\_  
Name & Signature of the Convener

\_\_\_\_\_  
Name & Signature of the Head of Institution with Seal



## C - BIO-DATA

**01. a).** Name of the Applicant

[illegible]

**b). Designation**

[illegible]

**c).** Address of the applicant (Institution)

A 10x10 grid is shown. A rectangle is highlighted in the top row, spanning from the 4th column to the 13th column. This rectangle is 1 unit high and 10 units wide.

Telephone No.

Fax. No.

[illegible]

E-mail address

[illegible]

**d).** Nature of appointment (attach proof)

Permanent	Contract	Adhoc
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e). Designation

[illegible]

**02. a).** Date of Birth

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b). Age

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**c).** Sex (M/F)

1

**d). Date of Superannuation**

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### 03. Field of specialization

Major

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### Ancillary

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**04. Educational Qualification**

Degree	Institute	Field	Name of the Degree	Year	Division
UG					
PG					
Ph.D					
Post Doctoral					
Any other					

**a). Employment Record (from present to past)**

Organization	Period		Designation	Basic Pay & Total Emoluments
	From	To		

**b). Details of Experience**

Experience	Name of the Organization	Duration	Nature of Work
<b>i). Teaching</b>			
<b>ii). Research</b>			
<b>iii) Industry</b>			
<b>iv). Any other</b>			

**c). Publications (Mention only Number of publications during the last five years with proof).**

	Number				
<b>i). Referred Journals</b>					
<b>ii) Proceedings</b>					
<b>iii) Books</b>					
<b>iv) Patents</b>					
<b>v) Any other</b>					

**d). Awards / Prizes received, if any (attach Proof)**

Name of awards / prizes	Year	Awards / prizes received from


5. Highlights of major contributions (within 300 words) in last 5 years.

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6. Memberships of Professionals/Learned bodies/Societies.

S.NO.	Name of the Professionals/Learned bodies/Societies

7. Research Projects Coordinated and the name of the sponsoring body (attach Proof)

S.NO.	Name of the Project	Sponsoring Authority (UNIV./UGC/AICTE etc.)

8. Masters degree (M.Tech./M.E. etc.)Candidates guided.

- a). Total Number of students guided 

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- b). Number of Masters degree theses during the last five years 

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9. Doctoral (Ph.D.) candidates guided.

- a). Total Number of students guided 

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- b). Number of Doctoral theses during the last five years 

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10. Any other relevant information.

**(Signature of Applicant)**

## C - INSTITUTION PROFILE

1. Name of the Institution:

[illegible]

2. Type of Institution:

Govt.	Govt.-aided	Univ.	Self-financing	Others
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3. Location of the Institution: Rural/Dist. H.Q./Metro or State Capital

4. Address of the Institution:

[illegible]

Telephone No.

[illegible]

Fax. No.

[illegible]

E-mail address

[illegible]

Website

[illegible]

5. Programmes approved by AICTE.  
(mention AICTE File No. & Date-enclose a copy)

File No.	Date

6. Programmes **not** approved by AICTE.  
(mention File No. & Date-enclose a copy)

File No.	Date

7. Whether the Programme (s) of the Institution accredited by NBA, AICTE ? (Y / N)  
(If yes, mention File No. & Date-enclose a copy)

File No.	Date	Course(s)	Duration

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

Dept.	Professor	Asst.Professor	Lecturer (Selection- Grade)	Lecturer (Senior- Lecturer)	Lecturer
Total					

9. Faculty student ratio:

10. Details of the grant received from AICTE under the scheme during last five years.

Name of the grant	Amount	Year	Status of UC
Total			

11. Whether the Institution is having any pending court cases against AICTE ? (Y / N)  
(If yes, give details)

W.P. NO.	Details

**(Signature of Principal)**

**D - CERTIFICATE**

This is to certify that

a). Institution has no objection if the

Seminar/Symposium/Conference on \_\_\_\_\_ is organized  
in the Institute's premises from

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to

--	--	--	--	--	--	--	--

fores

b). Space and other infrastructural facilities would be extended for organizing the aforesaid

c). The funds shall be utilized for the purpose for which they are sanctioned

**Signature of the Head of the Institution**

**Name**

**Address**

**Date**

**Official seal**

**ACCEPTANCE LETTER**  
**SCHEME – SEMINAR GRANT**

To

The Adviser (RID)  
All India Council for Technical Education  
4<sup>th</sup> Floor, East Tower  
NBCC Place, Bhisham Pithama Marg  
Lodhi Road, New Delhi – 110 003.

Sub: Acceptance of grant offered in response to the proposal applied under the scheme of Seminar Grant for the year 2006-07.

AICTE File No. : 1-4/FD/SEM( )/2008-09

Name of Co-ordinator :

Duration of the Programme :

Venue :

Authority in whose favour :  
Draft/Cheque is to be issued

Title of the Programme :

Sir,

With reference to the Offer Letter No. \_\_\_\_\_ Dated \_\_\_\_\_  
of AICTE with regard to the above proposal, we agree to the terms & conditions as  
mentioned in the said letter.

Further, we also undertake that the funds receivable shall be utilized for the purpose  
for which they are sanctioned.

**Name & Signature of Coordinator**

**Name & Signature of Head of the**



**Institute**

**(with seal)**

## SCHEME – SEMINAR GRANT

FEED BACK FORM

1. AICTE File No. & Date of Offer Letter
2. Name of the Convener / Organising Secretary
3. Name and Address of the Institution
4. Title of the conference
5. Dates from \_\_\_\_\_ to \_\_\_\_\_
6. Venue
7. Total no. of participants proposed and actually attended  
 Proposed  Attended
8. No. and date of the offer letter  

Letter No.	Date
9. Total amount sanctioned : Rs.
10. No. and date of sanction letter  

Letter No.	Date	Grant Released
11. Total expenditure incurred in conducting the conference / seminar

12. Grant received from various agencies other than AICTE for this conference/seminar

Sl. No.	Name of Agency	Grant Received
	Total =	

13. Details of internal revenue if any generated by the Institution / Department on account of this seminar / conference.
14. Briefly mention about the technological / academic / or any other benefit generated by conducting this seminar / conference / symposium with respect to a) the institution, b) the faculty; c) students; d) industry / society.
15. The soft as well as hard copy of the detailed proceedings of the programme must be furnished to the Council.

\_\_\_\_\_  
Name & Signature of Convenor /  
Organising Secretary

\_\_\_\_\_  
Name & signature of Head of Institute  
with seal

SEMINAR GRANT

**FORMAT FOR UTILIZATION CERTIFICATE UNDER THE SCHEME SEMINAR  
GRANT**

(FINANCIAL YEAR 200....200....)

AICTE File NO. :  
 Name of Convener :  
 Dates of Conference : from..... to.....  
 Title of Conference :

S.NO.	Letter No. and date	Amount	
1(a)	Date of Offer Letter.....	<b><u>AA</u></b>	Certified that out of Rs.... <b><u>AA</u></b> .. of grants-in-aid sanctioned during the year.....in favour of .....under this University / Institution Letter No..... given in the margin a sum Rs..... <b><u>(BB+CC)</u></b> ..... has been utilized for the purpose of .....for which it was sanctioned and that the balce of Rs..... <b><u>AA-(BB+CC)</u></b> .....remaining un utilized at the end of the year has been surrendered to the All India Council for Technical Education (Vide No..... dated.....).
(b)	Grant received	<b><u>BB</u></b>	
(c)	Balance to be Released by AICTE	<b><u>CC</u></b>	

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

- 1.
- 2.
- 3.
- 4.

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

**AA**.....Total amount offered by AICTE as per offer letter

**BB**... Total amount released by AICTE as 1<sup>st</sup> installment

**CC**... Balance amount requested to be released by AICTE (not to exceed **BB**)

**SEMINAR GRANT**

**FORMAT FOR STATEMENT OF EXPENDITURE**

**AICTE file No. :**

**Title of the Conference :**

**Name of the Convener :**

<b>Sanction No. and Date</b>	<b>Grant Sanctioned</b>	<b>Details of expenditure Incurred Item wise</b>	<b>No. of Participants</b>	<b>Duration of the Conference (with dates)</b>
		<b>Grant Received</b>		
		<b>Balance to be Received</b>		

\_\_\_\_\_  
**Name and Signature of  
Organising Secretary / Convenor**

\_\_\_\_\_  
**Name and Signature of  
Head of Institution with Seal**

**Signature (with Seal ) of the Finance Officer/  
Auditor/Accounts Officer**