



## AVINUTY Guidelines for Financial support for organizing Events

### 1. Preamble

Sharing new ideas, enhancing skills, and imparting knowledge are fundamental objectives of the university. The institution actively encourages its departments to organize scientific events such as symposiums, seminars, conferences, and workshops or training programs.

Conferences play a vital role in bringing together like-minded individuals from across the country and around the globe. They provide a platform for participants to learn, exchange thoughts, network, share ideas, foster creativity, and ignite motivation. The benefits of attending a conference vary among individuals, but generally, participation contributes to both professional and personal development. Attendees gain access to valuable insights that may not be available through internal training or online resources.

In contrast, seminars, workshops, and webinars serve as essential mechanisms for training and knowledge sharing. When designed effectively, these formats offer a time- and cost-efficient means of engaging learners more actively compared to individual training activities. They facilitate active participation and are typically conducted in small groups, promoting a collaborative learning environment. In this context, these guidelines are introduced to provide financial assistance aimed at enabling university departments to organize conferences, seminars, workshops, and training programs. This initiative seeks to enhance academic quality within the university while ensuring a proper administrative process is followed.

### 2. Objectives

- ✚ To bring together academicians and experts from various regions of the country and abroad for the exchange of knowledge and ideas.
- ✚ To support the organization of international events (conferences/seminars) focused on global concerns and current interests, facilitating substantive discussions, deliberations, interactions, and the exchange of information and ideas.
- ✚ To facilitate the organization of national events (conferences/seminars) centered on themes of national interest, promoting substantive discussions, deliberations, interactions, and the exchange of information and ideas.
- ✚ To support the organization of workshops aimed at creating awareness, developing skills, framing syllabi, and providing training in areas of academic, social, industrial, and scientific significance. Workshops may also be integrated into conferences.

### Eligibility and assistance

- ✚ Financial assistance under scheme is available to all university Departments and Centres
- ✚ Those who have not availed assistance in the preceding session
- ✚ The nature of assistance (maximum grants) available under the scheme to departments/ Centres shall be fixed as follows: **However the Minimum and Maximum limit of the grant may vary subject to the approval of the Hon'ble Vice-Chancellor**

Sr. No	Event Type	Maximum Financial Support	Minimum Duration
1	International Conference/Seminar	Rs.1,50,000	2or3days
2	National Conference/Seminar/symposium/workshop	Rs.75,000	2days
3	Regional/University/State Symposium/ Workshop/Seminar/Training program	Rs.50,000	1 day

### 3. The grant may be used for the following heads of expenditure:

- a) TA (within India and as per university rules) and honorarium of minimum Rs.1000/- to



- maximum Rs. 3000/- per session for Resource Persons not belonging to the host institution.
- b) Pre-conference printing (announcements, abstracts, etc.)
  - c) Publication of Proceedings with ISBN by an Indexed publisher
  - d) Publication in special issue of CARE listed indexed journals
  - e) Local hospitality, including boarding and lodging to the outstation resource persons
    - i) Travelling Allowances to resource person will be paid as per the university rules.
    - ii) No honorarium will be paid to the University employees.
  - iii) For local conveyance of Resource Person/Experts, taxi may be arranged on actual rate.

## 2. Procedure of Applying for the Scheme

*This form must be submitted prior to August for the purpose of conducting the event before forthcoming February. Conversely, it should be submitted in February for events planned for the following August each year.*

1. The Departments/centres who wishes to avail of financial assistance under this scheme shall submit their proposal in prescribed format
2. The Department/centres intending to send proposal for organizing seminar/ conference/ workshop/ symposium/ training program **to external funding agency** shall submit the proposal to the Vice Chancellor of university for approval through proper channel. No application shall be submitted to any external agency without prior approval of the Hon'ble Vice-Chancellor. However grants should be received in the name of the Registrar of the university and not in the name of Organizer of the conferences. Obtaining of the fund direct from the funding agency will be against the rules of the university.
3. The University will consider the proposal for conducting events on the merit of the proposal and availability of funds under this head. After the approval of the Vice-Chancellor, the sanction letter for the activity will be communicated to the Department by The Registrar through IQAC. The amount sanctioned can be spent under the approved heads/ items within the sanction limit under the respective heads/ items.

## 3. Procedure of Approval

1. The proposal shall be evaluated by the Expert Committee to decide the suitability of the proposal and to suggest the quantum of financial assistance to be sanctioned.
2. The Expert Committee will give recommendations, and the final decision will be taken by the Hon'ble Vice-Chancellor keeping in view, the availability of funds for the scheme and the number of proposals submitted by the Departments/centres.
3. The priority shall be given to those conferences that arise out of reputed national or international agreements/obligations
4. The organizers of conference, seminar, workshop should have in-house expertise in the subject field of the proposed event. However, workshops shall be organized only involving external experts with proper justification.
5. Proposal for International conference may be granted for two/three days international conference/seminar/workshop/symposium with 5 or more speakers/presenters/resource persons from abroad, for the National level conference/seminar/workshop/symposium with at least 10 presenters/speakers from the out site state, and for regional/ state level/university level conference/seminar/workshop/symposium with a at least 3 speakers/presenters from the outside University. However, workshops shall be organized only involving external experts with proper justification.
6. Academic program /activities which are likely to give new awareness and break new ground











may be encouraged.

7. Priority shall be given to multidisciplinary and interdisciplinary conference/seminar/workshop
8. Financial assistance will not be sanctioned for international conference /workshop/seminar, if conducted purely in online mode.

#### **4. The Term and Conditions for the Release of Grants.**

1. Grants released/sanctioned for organizing a particular conference /seminar/workshop/training program cannot be utilized for any other program/purpose.
2. In case the event is cancelled/university should be informed immediately.
3. The prior permission of Institution is required in case the date(s) for the event is changed.
4. The host Department/centres shall include the Institution name and logo prominently in the conference/seminar/workshop/training program.
5. All the related announcement/ banners/publications/invitations cards must bear the logo of the Institution .
6. The host department/Centre has to make efforts to partially bear the expenses at their end and submit budget provisions accordingly.
7. The incomplete applications or applications not in the prescribed format shall not be entertained.
8. If required, a presentation would be made by the convener before the committee for the appraisal of the activity for the approval of the grant.
9. The Department/centre must give wide publicity through its website, social media. To all the concerned students/faculty and also in social media/newspaper and contribute to increasing the perception value of the institution
10. The organizers must declare the details of Sponsorship if any received from /applied to any sponsoring agencies other than our institute.
11. Donation/sponsorships may be accepted with prior approval of the Hon'ble Vice-Chancellor.
12. The Institution has a right to nominate two persons to attend the event without any charges (delegation/registration fee etc.). They will be entitled to all the privileges available to the registered delegates.
13. In the case of seminar/conference funded by other agencies wherein some special norms of expenditure have been laid down, the same should be followed with the approval of the Hon'ble Vice-Chancellor.
14. In case any deviation is required from these guidelines ,prior approval of the Hon'ble Vice-Chancellor is to be obtained by the Conveners.
15. Final 10% of the amount shall be released after i) uploading the report on website including Feedback of the event ii) submission of bills and relevant documents to finance office
16. Prior approval is to be obtained for the invited Speakers.
17. Any changes in speaker are too notified & prior approval is to be obtained.
18. Prior approval is to be obtained for approaching different Sponsors

The report should contain:

-  The Invitation/brochure, programme sheet
-  Geo-tagged photos of the program.
-  Feedback form obtained from the participants
-  List of participants with institution details along with signed copy of the attendance sheet.
-  Outcome
-  Social media likes or views
-  Acknowledgements
-  Utilisation Certificate