

**GUIDELINES FOR
ORGANISING CONFERENCES, WORKSHOPS,
SEMINARS IN COLLEGES**



BIHAR COUNCIL ON SCIENCE & TECHNOLOGY

**(SCIENCE, TECHNOLOGY & TECHNICAL EDUCATION DEPARTMENT,
GOVERNMENT OF BIHAR)**

IGSC-PLANETARIUM, BAILEY ROAD, PATNA – 800 001

Website : www.bcst.org.in

GUIDELINES FOR ORGANISING CONFERENCES, WORKSHOPS, SEMINARS IN COLLEGES

1. INTRODUCTION

The scheme provides financial assistance to Institutions for organizing Conferences and Workshops at State, National and International levels in various fields. Further, the scheme intends to promote high standards in Colleges by way of extending facilities to teachers, researchers and students, by providing a forum for sharing their knowledge, experiences and research findings.

2. OBJECTIVE

The basic objective of the scheme is to bring together academicians and experts from different parts of the country and abroad to exchange knowledge and ideas. This will provide an in-depth analysis of subjects and update the knowledge of the participants from academic/research institutions.

3. ELIGIBILITY/TARGET GROUP

Financial assistance under the scheme is available to all Colleges, which come under the purview of Section 2(f) and are fit to receive central assistance under Section 12(b) of the UGC Act, 1956.

4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

The nature of assistance available under the scheme to Colleges will be under the following categories:

4.1 STATE AND NATIONAL LEVEL SEMINARS/ CONFERENCES/ WORKSHOPS

A College may be assisted for hosting:

- (a) Annual Conference of recognized academic associations/academic bodies.
- (b) Conference/Workshop, activities organized in collaboration with recognized academic associations/academic bodies, academic/ professional institutions, associations of business/industry, may be encouraged. In case of collaboration, a letter from the academic association/ academic body or academic/ professional institution, association of business/industry, as applicable, may be furnished with the application.
- (c) General institutions excluding Professional Institutions (Technical/Medical/ Agricultural Animal Husbandry) are eligible to receive grant provided they have got at least Grade 'A' of NAAC.

There should be **Call for Papers and Delegate Participation** through academic journals/website.

A College may host up to five State/National level activities, during a financial year. But BCST assistance will not be given for more than one activity to a department in a financial year. However, other departments of the College are eligible to apply as per BCST norms. The assistance in case of State level activity may be limited to maximum Rs. 30,000/- and that for National level activity to maximum Rs. 1.00 lakh.

For State/National level activities, the participants may be provided free board and lodging by the host institutions, wherever it is possible. Participants may be charged registration fees. Traveling allowances for outstation participants may be limited as per College rules where the activity is being organized. Minimum 10 participants from out of the state should attend the National Conference.

4.2 INTERNATIONAL SEMINAR/CONFERENCES:

An International Conference may be organized once in a year by a College having Postgraduate department(s), which is (are) eligible for financial assistance under General Development Assistance Scheme, with prior clearance from the Ministry of External Affairs, Government of India. A certificate from the Government of India must be enclosed along with the proposal. The participation of foreign delegates is a must. The assistance will be limited to maximum Rs. 1.50 lakh only. The daily expenditure on foreign participants should not exceed Rs. 2,000/- per day per head for board and lodging. However, payment for travel from outside India is not permissible under this scheme. For foreign participants, expenditure can be incurred on payment of traveling allowances, only for travel within India. At least two foreign resource persons and at least two foreign participants are necessary for the International Conference.

5. CEILING OF FINANCIAL ASSISTANCE BY BCST:

i.	Popular Talk	:	Rs. 20,000.00
ii.	One Day State Level Seminar/Conference/ Workshop	:	Rs. 30,000.00
iii.	One Day National Level Seminar/Conference/ Workshop	:	Rs. 50,000.00
iv.	National Level Conference/Seminar	:	Rs. 1.00 lakh
iii.	International Seminar/Conference/Workshop	:	Rs. 1.50 lakh

5.1 The grant may be used for the following items:

- a. TA (within India) and honorarium (Rs.1000/- per day) for Resource Persons (not belonging to the organizing institution)
- b. Best Paper (Poster/Oral) Awards
- c. Pre-conference printing (announcements, abstracts, etc.)
- d. Publication of Proceedings
- e. Local hospitality, including board and lodging (may be restricted to 25% of the total allocation from the UGC)

6. PROCEDURE OF APPLYING FOR THE SCHEME:

The Colleges which wish to avail of financial assistance under this scheme should submit their proposal in the prescribed Proforma (Annexure-1) to the Project Director, Bihar Council on Science & Technology (BCST), Adalatganj, Bailey Road, Patna 800001. Funds once released/ sanctioned for organizing a particular activity cannot be utilized for any other Programme. The institute must provide consent letters from at least 60% of the proposed resource persons. Participation of students of organizing institute in terms of Poster/Presentation/Innovative Model must be ensured and must be submitted in the report.

7. PROCEDURE FOR APPROVAL:

The Expert Committee will consider the proposals and give recommendations. The final decision will be taken by the BCST, keeping in view the recommendations made by the Expert Committee and the availability of funds for the scheme. In case the event is cancelled, the funds will have to be returned back to the BCST immediately. Prior permission of the BCST is required in case the date(s) and/or venue for the activity (activities) is (are) changed.

8. PROCEDURE FOR RELEASE OF GRANTS:

After the approval of the proposal, the approval letter for the activity will be sent to the College along with the first installment of 50% of the total grant sanctioned. The amount released can be spent under the approved heads/items within the allocation under the respective heads/items. The second installment of the sanctioned grant will be released on the receipt of (i) Feedback form, (Annexure-II), duly completed (ii) duly audited Utilization Certificate of the total expenditure (Annexure-III), incurred which must be signed by the Convener/ Head of Institution (Principal of College) (iii) two copies of proceedings, to be submitted within six months after the activity. Weightage will be given to applications focusing on Skill Development.

BIHAR COUNCIL ON SCIENCE & TECHNOLOGY

SECTION A

REGION/STATE:.....

PLEASE TICK (✓) THE APPROPRIATE ITEM

1. ACTIVITY : Conference/Workshop/Seminar/Popular Talk

2. GEOGRAPHICAL COVERAGE: Departmental/State Level/National Level/
International Level

3. Name of Conference/Workshop/Seminar:

4. Date(s) : From.....to.....;

Total number of days:

5. VENUE :

6. NAME AND ADDRESS OF ORGANISING COLLEGE:

College Name.....

Department(s).....

Address :

.....

Pin :

Ph.No. :

E-mail :

Name of the affiliating University:.....

7. NAAC Accreditation Status: YES/NO Grade:
(Enclose supporting document)

8. NAME & DESIGNATION OF CONVENOR/ORGANISING SECRETARY:

.....
.....

9. BROAD DETAILS OF ESTIMATED EXPENDITURE (in Rs.) FOR WHICH FINANCIAL ASSISTANCE IS SOUGHT

- a. TA (within India)
(Rs.1000/- per day) for Resource Persons :Rs.....
- b. Honorarium to Resource Persons :Rs.
- c. Best Paper (Poster/Oral) Awards :Rs.....
- d. Pre-conference printing
(Announcements, Abstracts, etc.) :Rs.....
- d. Publication of Proceedings :Rs.....
- e. Local Hospitality including board and lodging:
(may be restricted to 25% of the total Rs.....
allocation from the BCST)

(GRAND TOTAL): Rs.....

10. DETAILS OF ASSISTANCE SOUGHT FROM OTHER SOURCES:

11. DETAILS OF PREVIOUS GRANT RECEIVED ORGANISING COLLEGE FROM THE BCST IN THE PAST

Sl. No.	BCST Sanction letter No. & Date	Title of Activity (Seminar/Conference etc.)	Amount sanctioned (Rs.)	Whether accounts have been settled
1.				
2.				

12. DETAILED PROPOSAL OF THE ACTIVITY

- A. Title of the activity:
- B. Background including details of past events organised on the proposed topic:
- C. Aims/Objectives (in at least 500 words):
- D. Target audience/participants with expected number:
- E. Details of Sessions: Please mention themes/topics to be covered under each Business/Technical Session and names of Resource Persons:
- F. Expected outcome:

13. If international, whether clearance from Government of India has been obtained: Yes/No. [If Yes, attach supporting documents].
14. **In case of International Conference kindly give resources for International travel.**
15. A letter from academic association/academic body or academic/professional institution association of business/industry, as applicable, must be furnished with the application, in case of collaboration.

Signature of Convener/Organizing
Secretary.

Signature of Principal of College
(with seal)

Place:

Date:

FEEDBACK FORM**SCHEME FOR ORGANISING CONFERENCES/WORKSHOPS/SEMINARS IN COLLEGES**

- 1) BCST File No & Date of Sanction Letter:
 - a) Amount sanctioned : Rs.
 - b) Amount released : Rs.
- 2) Name of the Convener/Organising Secretary:
- 3) Name and Address of the College:
- 4) Name of the Collaborating Organization:
- 5) Title of the Activity:
Date(s) from.....to.....
- 6) Venue:
- 7) Total numbers of participants proposed and actually attended:
Proposed:.....; Attended.....;
- 8) Total no. of papers presented (with title):
- 9) Total amount sanctioned: Rs.....
- 10) Total expenditure incurred in conducting the Activity:
- 11) Grant received from various agencies other than the BCST for this Activity

SL No.	Name of Agency	Grant Received
1.		
2.		
3.		
Total:		

- 12) Details of internal revenue, if any, generated by the Institution/ Department on account of this Activity:
- 13) Briefly mention about the technological/ academic or any other benefit generated by conducting this Activity with respect to a) the institution b) the faculty, c) students, d) industry/ society.

Name & Signature of Convener/
Organizing Secretary
Place:
Date:

Name & Signature of Principal of College

FORMAT FOR STATEMENT OF EXPENDITURE & UTILIZATION CERTIFICATE

1. BCST file No.:
2. Title of the Conference/Workshop/Seminar:
3. Name of the Convener/Organizing Secretary:
4. Number of Participants:
5. Duration of the Activity (with dates):

Sanction No. & Date	Grant sanctioned now	Details of expenditure incurred item-wise	Amount (Rs.)
		1. TA to Resource Persons 2. Honorarium to Resource Persons 3. Best Paper (Poster/Oral) Awards 4. Pre-Conference printing (Announcements, Abstracts, etc.) 5. Publication of Proceedings 6. Local hospitality Total	
		Grant Received	
		Balance to be received	

It is certified that the amount of Rs.....(Rupees.....) out of the total grant of Rs.....(Rupees.....) sanctioned to.....by the BCST vide its letter No.....dated..... under scheme has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission.

If as a result of check or audit objection same irregularities are noticed at a later stage, action will be taken for refund, adjustment or regularization.

.....
Name and signature of Convener/Organizing Secretary

.....
Name & Signature of Head of College (with seal)

.....
Signature of the Govt. Auditor/Chartered Accountant (with seal)

BANK MANDATE FORM

1. Name of the Seminar/Conference/Workshop/Popular Talk:

2. Proposed Date: _____

3. Name of the Organizing Institute/Department: _____

4. Name of PI/Co-PI: _____

5. Name of the Account Holder: _____

6. Bank Account Number: _____

7. Type of the Account: Saving/Current

8. Name of the Bank and Address: _____

9. IFSC Code: _____

10. CFMS Payee Id (if any): _____

11. PAN/TAN No.: _____

12. GST No. (if any): _____

13. Mobile No. : _____

14. Email Id: _____

Date:

Signature of the authorized person
with stamp

NOTE:

1. Enclose cancelled cheque of the concerned bank account.
2. Enclose copy of PAN/TAN/GST