



HANDBOOK
FOR
FINANCIAL ASSISTANCE

TO ORGANIZE
CONFERENCE / SEMINAR/ WORKSHOP/ FDP/ STTP

BY
AFFILIATED COLLEGES

IN COLLABORATION WITH
GUJARAT TECHNOLOGICAL UNIVERSITY

(Applicable from January 2019)

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1. INTRODUCTION

Gujarat Technological University (GTU) is committed to improve standards of education in disciplines such as Engineering, Pharmacy, Management and Computer Applications. The university under dynamic and visionary leadership of Prof. (Dr.) Navin Sheth, Hon'ble Vice Chancellor, GTU has been involved in organizing conferences and seminars at state, national and international levels involving top notch professionals from India and abroad . The university recognizes the fact that all major activities need to be undertaken involving all affiliated colleges. It further facilitates enhancement of quality in all parameters of education and also stimulates the academic environment assuring the quality education. Since quality assurance is a continuous process, GTU has taken many initiatives to promote creative thinking and quality education. Keeping this noble objective in mind, university finds it fit to launch 'Financial Assistance Handbook' to organize conference / seminar / FDP/ STTP/ workshop by affiliated colleges in collaboration with Gujarat Technological University.

2. OBJECTIVE

The basic objective of providing financial assistance to affiliated colleges is to bring together academicians and experts from different parts of the country and abroad to interchange information and innovative ideas. Priority areas for support will be quality enhancement measures in terms of improving basic skills of faculty members to match the technology upgradation, creating awareness and promotion of best teaching- learning practices or any other innovative area of research to set high standards in higher education.

3. NATURE OF ASSISTANCE AVAILABLE

GTU shall provide financial assistance only for one event (Conference / FDP/ STTP/ Workshop/ Seminar) to an institute in one financial year with rotation policy, if approved and found suitable. Term 'Rotation Policy' means, financial assistance for one event to an institute in alternate year i.e. if financial assistance is given for 2018-19, next will be given in 2020-21. The institution is expected to bear part of the expenses including the institutional services. The work of the staff / infrastructure / electricity / printing facility etc. available in campus will be provided by the host institute free of cost. The nature of assistance available to colleges will be under the following categories:

3.1 NATIONAL AND INTERNATIONAL CONFERENCES:

- Conference must be planned in advance. At least six months must be given to invite / review research papers. There should be '**Call for Papers**' and '**Delegate Participation**'.
- Date of Conference should not be less than 6 months from the date of submitting proposal of financial assistance to GTU.
- Host institute has to submit full brochure of conference to upload on GTU website.
- All received papers must be peer reviewed by academicians having more than 15 years of research and teaching experience.
- **Selected research papers must be published in conference proceeding having ISBN.**
- Travelling allowances for outstation speakers/ delegates shall be as per GTU norms.
- **The participation of foreign delegates is a must in case of International Conference.**

3.2 FDP / STTP / SEMINAR / WORKSHOP

- The financial support from GTU would be available to conduct a Seminar / FDP/ STTP / Workshop for one day, 2 days, one week and two weeks.

4. CEILING (MAXIMUM LIMIT) OF FINANCIAL ASSISTANCE BY GTU:

• (A) Conference

Category of Conference	1 day	2 days	3 days
National	Rs. 75,000	Rs. 1,00,000	Rs. 1,25,000
International	Rs. 1,25,000	Rs. 1,50,000	Rs. 1,75,000

• (B) Training Programs

Category of Event	1 day	2 days	One Week	Two weeks
FDP/STTP/Seminar/ Workshop	Rs. 10,000	Rs. 18,000	Rs. 45,000	Rs. 90,000

4.1 The grant may be utilized as per GTU norms for the following items:

- Food & Beverages / Accommodation/ Registration Kits / Conference Proceeding / Banner / Standee / Certificates / Course material/ Memento / Honorarium and Travelling Allowance for Resource Person (as per GTU norms)
- *TA and Honorarium are not applicable to resource person belonging to host institute*
- *Either memento or honorarium can be given to invited experts /resource person.*

5. REGISTRATION FEES:

Registration fees charged by affiliated institutes will be taken into consideration as per below mentioned points while releasing the payment to host institute –

5.1 As per GTU norms, host institute may charge reasonable registration fees from participants. Fees received from the participants will be utilized by institute to conduct event. There is no need to transfer registration fees to GTU.

5.2 **GTU shall provide 50% of actual expenses under the limit of approved budget or maximum ceiling whichever is less. Remaining fund has to be managed by the institute.**

5.3 While making claim host institute will clearly mention income from all sources and if such income is more than institute's share then such surplus will be adjusted against GTU's share i.e. GTU's share will be less than 50% to that extent, subject to maximum ceiling limit. E.g.

Total Actual Expenses: Rs. 1, 00,000/-

GTU's share: Rs. 50,000/- & Host Institute's share: Rs. 50,000/-

Registration Fees & income from other sources: Rs. 60,000/-

Amount given by GTU to host institute: Rs. 40,000/- (1, 00,000 – 60,000)

5.4 Events shall be conducted at institute by funds provided by GTU (Share of GTU as mentioned below) and remaining funds generated by institute through nominal registration fees, funding from other agencies and other income sources.

Share of GTU	Share of Host Institute
Fund provided by GTU (50% of actual expenses under the limit of approved budget or maximum ceiling whichever is less) subject to point no. 5.3	Registration fees collected from participants, funding from other agencies and other income sources.

5.5 Tax will be deducted as per Government norms.

5.6 Released amount may differ from the amount claimed by host institute.

6. BROCHURE TO UPLOAD ON GTU WEBSITE:

- When the proposal is approved by university, host institute has to send brochure of event (PDF file) to upload on GTU website well in advance.
- Brochure of event should contain logo of GTU on left hand side (Top of the Page) and logo of the institute on Right hand side with “Name of the Event” organized by GTU in collaboration with “Name of Institute”.
- Registration form (with Google Docs link) should be attached in the brochure as the event will be open for participation of all GTU students/faculties/ guests etc.

7. DURATION TO APPLY FOR THE SCHEME:

To avail the financial assistance under this scheme, institute should submit the proposal in the prescribed Performa (Annexure-1) to the GTU, Chandkheda campus, Ahmedabad. Funds once sanctioned for organizing a particular activity cannot be utilized for any other programme.

GTU invites application throughout the year to conduct events. Applications received for phase I during **1st April to 15th September** shall be scrutinized by GTU to find suitability and proposed event may be conducted on any dates during **October to March, if approved by GTU**. Similarly applications received for phase II during **1st October to 15th March** shall be scrutinized by GTU to find suitability and proposed event may be conducted on any dates during **April to September, if approved by GTU**.

It is not mandatory for the university to accept all proposals.

Particulars	Phase I	Phase II
Duration to send proposal	1 st April to 15 th September	1 st October to 15 th March
Scrutiny of Proposals & Intimation to institutes	16 th September – 30 th September	16 th March – 31 st March
Duration to conduct event	October to March	April to September
Duration to submit documents for reimbursement to GTU	Within one month of conducting the event	Within one month of conducting the event

8. PROCEDURE FOR APPROVAL:

- Scrutiny committee, formed by GTU, will review the received proposals. The final decision will be taken by Hon’ble Vice Chancellor, GTU keeping in view the recommendations made by the scrutiny committee and the availability of funds. Prior permission of GTU is required in case the date(s) and/or venue for the activity (activities) is (are) changed.
- Once the proposal is approved by higher authorities, the confirmation email for organizing the event will be sent to the institute by Conference department of the University.

9. JOINT CERTIFICATE:

- Certificate of event should contain logo of GTU on left hand side (Top of the certificate) and logo of the institute on Right hand side with “Name of the Event”.
- It is mandatory to mention that the said event is organized by Gujarat Technological University in collaboration with “Name of Institute”.
- Joint certificates will be issued to participants upon successfully attending the workshop / FDP / Conference / STTP / seminar. Institute has to ensure the attendance of participants on all days to complete the event.
- Institute has to submit name of all participants to GTU on institute's letterhead (with sign & stamp) along with attendance sheet having signature of participants to get the signature of Registrar sir on certificates.

10. PROCEDURE TO APPLY FOR GRANT

Forwarding the proposal for conducting any event at institute indicates that institute has gone through the ‘Handbook for Financial Assistance’ and agree on all terms and conditions. It is expected that one institute will send only one proposal at a time as per rotation policy.

‘Application form’ (Annexure I) is required to be submitted to GTU along with all supporting documents.

11. PROCEDURE FOR RELEASE OF GRANT:

Following documents are required to be submitted to GTU for reimbursement –

- **Utilization Certificate of the total expenditure (Annexure-II)**, incurred which must be signed by the Convener/ Head of Institution (Principal of College)
- **Conference proceedings (In case of Conference):** Two copies (along with soft copy).
 - **Report of Event:** Detailed report (**hard copy and soft copy in PDF file**) of event along with photographs and learning outcome.
 - **Attendance sheet:** Attendance sheet of participants having signature for all days is to be submitted to GTU for verification
 - **Submission of Bills:** Original bills should be submitted to GTU within one month of completion of event. The first page of bill submission should contain detailed summary of expenses in the same heads as per approved budget.
 - **Share of Host Institute:** Institute has to clearly provide the details of registration fees (if any) collected from participants, funding from other agencies and other income sources.
 - **TDS Form:** It is mandatory to submit TDS details in the given format. Kindly contact to account department of your institute for providing this detail.

Note:

- *All submitted documents must be duly signed by the Convener/ Head of Institute (Principal of College) to get the reimbursement.*
- *Institute need to submit all documents mentioned above in hard bound file with separator / sticky note/ flap on documents in sequence with proper numbering to Inward section of GTU.*

12. OTHER TERMS & CONDITIONS:

- GTU will not provide any advance amount to host institute to conduct the event.
- GTU reserves the right to accept/reject the proposal. Institute cannot claim for any kind of reimbursement from GTU only by submitting the proposal.
- GTU will not bear any expenses other than approved in budget.
- Proposal without supporting documents shall be rejected automatically and no request will be entertained in this matter. University will not ask for missing documents / documents not as per prescribed format from institute.

13. CONTACT DETAILS:

Contact Details (Administrative Work)

Conference Section

Gujarat Technological University

Email Id: financialgrant@gtu.edu.in

Contact Number: 079-23267543

Mobile Number: 9099060336 (10:30 a.m. to 6:10 p.m. only on working days)

Conference Section Head

Dr. Sarika Srivastava

Assistant Professor

Graduate School of Management Studies

Gujarat Technological University, Ahmedabad, India

Office Address for Correspondence

Room No. B-207

Gujarat Technological University

Nr. Vishwakarma Government Engineering College

Nr. Visat Three Roads, Visat - Gandhinagar Highway

Chandkheda, Ahmedabad, Gujarat (INDIA)

Pincode – 382424

Website: <https://www.conference.gtu.ac.in/>

Annexure – I
APPLICATION FORM

(To get Financial Assistance for conducting events in collaboration with GTU)

Name of Host Institute: _____

Institute Code: _____ **Type of Institution:** Government / Grant-in-Aid / Self-financing

Year of Establishment: _____ **Date of affiliation with GTU (dd/mm/yyyy):** _____

Please tick (√) the Appropriate Item

1. **Activity :** FDP /STTP /Seminar/ Workshop (b) International / National Conference

2. **Geographical Coverage:** State Level / National Level / International Level

3. **Name of the Event:** _____

4. **Duration of the Event:**

1 day	2 days	3 days	One Week	Two weeks
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5. **Proposed Date / Duration of the Event:** _____

6. **Venue:** _____

7. **Name of the Convener / Event Coordinator with Designation:** _____

Phone No. _____ (M) _____

E-Mail Id _____ **8. Expected No of Participants** _____

9. Whether charging registration fees from Participants? **YES/NO**. If yes, then provide the particulars of **'Registration Fees' expected to be received from Participants ***

Sr. No.	Category of Participants#	Registration Fees (in INR)	Expected no of Participants	Total Expected Registration Fees/ other amount
Total Expected Registration Fees				

Category of Participants- Student, Research Scholar, Academicians, Industry Expert, Delegates, etc.

10. Financial Estimate:

10.1 Proposed budget: (Financial assistance is available only for below mentioned heads)

Sr. No.	Particulars	Units	Amount Per Unit (in INR)	Total Amount
1.	Food & Beverages			
2.	Registration Kits			
3.	Banner / Standee			
4.	Certificate for participants			
5.	Travelling Allowance for Experts		As per GTU norms	
6.	Accommodation (preferably in guest house of institute)			
7.	Honorarium OR Memento		As per GTU norms	
8.	Conference Proceeding / Course Material (if applicable)			
Total Amount				

10.2 Remaining funds (if any) of Rs. _____ will be arranged from _____

10.3. Summary of Expected Expenses and Expected Income

Expected Expenses in Rs.	Expected Income in Rs.
<i>Please write total amount as mentioned in proposed budget (Point No. 10.1)</i>	Income from Registration fees(Point no. 9) _____ Expected grant form GTU _____ Arrangements of other funds _____
Total Expected Expenses _____	Total Expected Income _____

11. Please provide details of financial assistance received from GTU in last 2 years (name & date of event)

.....

.....

Signature of Event Coordinator

Signature of Principal (with stamp)

12. Summary of parameters (*attach all supporting documents with the proposal*)

Required Criteria	Yes/ No	Required Criteria	Yes/ No
1. Affiliation of institute with GTU since 5 years at the time of application		7. Convener/ Director is the member of GTU Committee.	
2. Student faculty ratio as per AICTE norms		8. List of similar kind of events organized in last five years	
3. Result analysis of pass out students (Passing % > 60)		9. Grant received from other organization in last 5 years.	
4. Major contribution in the development of GTU		10. Collaboration with Foreign Universities	
5. Research initiatives taken by faculty members		11. CV of experts	
6. Sponsored research projects being undertaken by institute		12. Minute to minute program schedule	

Note:

- *All submitted documents must be duly signed by the Convener/ Head of Institute (Principal of College), otherwise they will be considered as invalid and proposal will be rejected.*
- *Institute needs to submit all documents mentioned above in hard bound file with separator / sticky note/ flap on documents in sequence with proper numbering to Inward section of GTU.*

13. Declaration

1. I hereby confirm that I have carefully studied the rules and regulations contained in the ‘Handbook for Financial Assistance’ and all provided data is true to my knowledge.
1. I hereby agree to present the documents/ original bills as per university norms.
2. I understand that my proposal may be cancelled at any stage if any information / documents provided by me are found to be incorrect or not as per GTU norms.
3. I declare that my institute shall submit only one proposal at a time as per rotation policy.
4. The financial assistance sanctioned for the event shall be procured as per GTU norms.

.....
Signature of Event Coordinator

.....
Signature of Principal (with stamp)

.....
Name of Event Coordinator

.....
Name of Principal

Date:

Place:

Annexure – II

FORMAT FOR STATEMENT OF EXPENDITURE & UTILIZATION CERTIFICATE

- Institute Code:
- Title of the Event:
- Number of Participants:
- Duration of the event (with dates):

Sr. No.	Particulars	Units	Amount Per Unit (in INR)	Total Amount
1.	Food & Beverages			
2.	Registration Kits			
3.	Banner / Standee			
4.	Certificate for participants			
5.	Travelling Allowance for Experts		As per GTU norms	
6.	Accommodation (preferably in guest house of institute)			
7.	Honorarium OR Memento		As per GTU norms	
8.	Conference Proceeding / Course Material (if applicable)			
Total Amount				

Particulars	Total received Amount	Remarks (if any)
Income from other sources		
Registration Fees		

Total Approved Budget = _____ Actual Expenditure done by Institute = _____

Amount claimed by Institute from GTU = _____

It is certified that the amount of Rs..... (Rupees.....) out of the total grant of Rs.....(Rupees.....) sanctioned toby Gujarat Technological University dated.....has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the University.

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

.....
Signature of Event Coordinator with date

.....
Signature of Principal (with date & stamp)

.....
Name of Event Coordinator

.....
Name of Principal

Annexure III
TDS FORM (SAMPLE)
On Institute's Letterhead

Name of the Event:

Date / Duration of Event:

Party Name :- ABC	Amount (Rs.)
Invoice Amount	*****
-Less TDS (mention under which section deduction is made and % of deduction)	****
Net Payable Amount	*****
Amount Paid by Cash/ Cheque no.	

.....
Signature of Event Coordinator

.....
Signature of Principal (with stamp)

.....
Name of Event Coordinator

.....
Name of Principal

Date:

Place: