

CENTRAL UNIVESITY OF SOUTH BIHAR

GUIDELINES FOR ORGANISING CONFERENCES/ SEMINARS/ WORKSHOPS/ SYMPOSIA/ SHORT TERM TRAINING PROGRAMMES

The UGC guidelines makes provisions for providing financial assistance to the Centres/Departments for organising conference/seminar/symposia/workshop/training programmes of short duration. As a policy, Central University of South Bihar encourages its Centres/Departments to organize such activities to increase the academic interaction and to improve the professional networking among peers by providing a forum for sharing the knowledge, experiences and research. In order to facilitate such activities and to streamline the process involved in applying and obtaining administrative and financial approval, following guidelines is framed for implementation.

1. Those Department/Centre who intend to organise conference/seminar/symposia/ workshop/ training programme of short duration (less than 15 days) shall submit the proposal to the Development Section of the University in the prescribed format **(enclosed at Annexure-I)** at least three months before the event for obtaining the approval of the Vice-Chancellor.
2. Any Department/Centre intending to send the proposal for organising seminar/ conference/ workshop/ symposia/ short-term training programme to external funding agency will submit the proposal to the Development Section for approval. No application will be submitted to any external agency without prior approval of the Competent Authority of the University.
3. The proposal for organising any event should be duly approved by the Departmental Committee/ Centre Committee (DC/CC) and forwarded by the Head and Dean of concerned Department/Centre and School and consist of concept note, outcome and estimated budget. The minutes of the DC/CC should be enclosed with the proposal.
4. The University will consider the proposal for seminar/ conference/ workshop/ symposia/ training programme on the merit of the proposal and in view of the availability of funds under this head. After the approval of the Vice-Chancellor, the sanction letter for the activity will be sent to the Department/Centre by Development Section. The amount sanctioned can be spent under the approved heads/ items within the allocation under the respective heads/ items.
5. In the light of UGC guidelines financial assistance for International / National/ Regional / State Level Conferences will be provided as under:

International Level Conference upto Rs.3.00 lakh

National Level Conference up to Rs.2.00 lakh

Regional/State Level Conference up to Rs.1.00 lakh

The quantum of support will be determined depending on the number of participants and the status of the conference/seminar.

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