



Central Sanskrit University, Delhi

APPLICATION FOR FINANCIAL ASSISTANCE FOR HOLDING SEMINAR/CONFERENCE/WORKSHOP

(CSU provide 50% fund for Seminar, 75% fund for Conference and 100% for Workshop)

[A]

1. Name of the proposer : _____
- (a) Samarth Code -----
2. Designation : _____
3. Address (with telephone, mobile numbers, e-mail ID)
(E-mail ID) _____ (Mobile) _____
4. Experience: (in years) Teaching _____ Research _____
5. Area of specialization/study with specific branch: _____
6. References of Seminars/Conferences/Workshops earlier conducted by the proposer:

(1)	Topic	Level	Duration	Year	Place (Regional/National/International)
(2)					
(3)					
7. Brief description of the conferences/Seminars/Workshops held earlier in the same area: _____
8. Name and designations of the other members of the faculty/colleagues of the proposer:.
(1) _____
(2) _____
(3) _____
(4) _____
9. Number of student in your department who have worked or are working under the proposer: _____
10. Number of student in your department who have worked or are working under the proposer:
(a) Shastri and Acharya : _____
(b) Ph. D: _____
11. Number of total registered scholars in the Department/Unit. _____

[B]

1. Title of the proposal:
(Regional/National/International)
2. Working Paper/Introductory Paper (about 10-12 pages)
 - (a) Brief introduction, approach and objectives of selecting the topic/theme (on a separate sheet):
 - (b) Sub-title or allied aspects of the theme/area in which papers from contributors will be invited (on a separate sheet):
 - (c) Justificational grounds of selecting the theme/topic (on a separate sheet):
3. Period and dates of the programme in order of preference:
 - (1)
 - (2)
 - (3)
4. List/Number of the participants/Resource Persons (in case of Workshop/Seminar):as under (on a separate sheet)
 - (1) Outstation
 - (2) Regional
 - (3) Local
 - (4) Ph.D. Scholars
5. Venue of the Programme:

[C]

Budget details of the proposal

1. Amount required Rs. _____ .
2. Proposed allocation under different Heads as per permissible items in guideline (attached).
3. Amount of financial help from other sources: (University/Voluntary Organizations/Business Houses, etc.) Rs. _____ .
4. What efforts will be made by the proposer to receive the financial help from other agencies or sources, if not already made
5. Any other information about the programme not covered in the above mentioned columns:
6. Details of information about grants received in previous years from CSU and outstanding, if any.

[D]

UNDERTAKING

1. I certify that above information are correct to best of my knowledge and belief.
2. The sanctioned amount will be utilized for the purpose and within the period for which it is sanctioned
3. Care and attention will be taken in making expenses as per heads submitted and approved by the CSU.
4. In case of any deviation or excess expenditure prior permission will be obtained from the competent authority of the CSU by the organizer/proposer.
5. The report of the event will be submitted to the HQ within two months after the event/programme with a detailed.
6. The organizer will maintain economy in expenditure and pay attention the comforts of the delegates and scheduled follow-up of the programme with punctuality.
7. Organizer will comply Terms and Conditions of the Seminar/ Conference/workshop as laid down by the CSU and stated in Sanction Order.

Signature of the Proposer with designation

Forwarding Authority:

Signature, Designation and Seal

GUIDELINES FOR SEMINARS /CONFERENCE FUNDED BY CSU

All applications for financial assistance to organize seminars must be submitted in CSU format. that can be downloaded from CSU website. To apply for financial assistance for holding International Seminar/Conference, organizer is required to submit a clearance certificate from Govt. of India to CSU along with the application.

Although seminar proposals reflecting interdisciplinary areas are welcome, the proposals must have a substantial research content.

Following points must be observed while submitting seminar grants proposal –

1. Precise title has to be given.
2. Its significance and contemporary relevance have to be stated.
3. A detailed note on the theme has to be given.
4. Thematic split up and names of prospective paper presenters have to be mentioned.
5. Venue and Budgetary requirements are to be spelt out.
6. Required number of papers have to be sent to CSU for quality evaluation. Only after the approval of CSU, Seminar date can be fixed.
7. In case the expenditure should exceed the sanctioned amount, it will be adjust by Campus internal source

Organizations eligible for Financial Assistance:

1. Proposals submitted by the Campus/Institutions.
2. Application in duly filled proforma, along with all the documents, must be submitted to the CSU through proper channel. Applications may be sent in any time in the year. The proposals are evaluated by Committee for consideration of the Research Project Committee. The committee meetings are generally held 2 times a year to consider and decide the proposals received subject to availability of fund. CSU may send one or more observers to supervise the seminar.

Types of expenditure permissible under this assistance

It is being formed that CSU allows budgeting on specific heads that are essential for the Campus/Institution of the seminars and therefore organizers are strongly recommended to limit their expenses to these only.

The following heads will be considered permissible

S.No.	Particulars	Permissible
1.	International travel	No
2.	Domestic Travel Yes (only economy class	Yes
3.	Accommodation to foreign participants	Yes
4.	Accommodation to Indian participants	Yes
5.	Tea, snacks, lunch and dinner	Yes
6.	Transport	Yes
7.	Stationary	Yes
8.	Xeroxing	Yes
9.	Secretarial Assistance	Yes
10.	Contingency	Yes, not more than 10% of the total budget.

- | | | |
|-----|--------------------------------------------------------------------------------|-------------------|
| 11. | No honorarium will be paid to other participants who are not presenting paper. | |
| 12. | Honorarium to Resource persons | up to (Rs.3000/-) |
| 13. | Per-diem to the paper writers | No |
| 14. | Publication | No |

Other terms and conditions for the release of funds

1. The Campus/institution should inform the CSU if any financial assistance is received from other sources for the same seminar.
2. As per CSU,HQ norms: **100% grants shall be** released via Office Sanction Order directly to Campus/Institution's bank account immediately after receipt of required documents as per Seminar application forms.
3. The items permissible/non permissible in organization of the programme expenditure and travel etc. are clearly mentioned in this ***SEMINAR GUIDELINES*** for making expenditure strictly adherence to it to avoid audit objection.
4. Seminar Director/Coordinator may invite papers from participants for presentation in the seminar on the theme. Kindly note that above programme is approved in principle, which shall be finally organized by seminar coordinator only after the receipt of required quality research papers¹ by participants and its submission to CSU via emailand its evaluation by CSU.
5. This may be noted that release of grant is subject to the availability of funds in the concerning financial year.
6. Registration Fee shall be charged from Participants by the Organizer.

¹ Number of papers required are as: one day seminar – 4 papers; two days seminar – 8 papers; three days seminar – 12 papers.

GUIDELINE FOR WORKSHOP FUNDED BY CSU

All applications for financial assistance to organize workshops must be submitted in CSU format that can be downloaded from CSU website.

Application may be sent to the CSU along with all the documents through proper channel.

Applications may be sent at any time in a year. The proposals are evaluated by Committee for consideration of the Research Project Committee. The committee to consider and decide the proposals received, subject to availability of fund. CSU may send one or more observers to supervise the workshop.

Format for Workshop Proposal

1. It has to be based on classical text.
2. Its significance and contemporary relevance has to be stated.
3. A synoptic survey of the text has to be given.
4. Thematic split up of the text and apportioning of its parts to five Resource Persons for workshop of one week and ten for workshop of two weeks has to be stated.
5. Possible venue, duration and time have to be mentioned.
6. In case the expenditure should exceed the sanctioned amount, it will be adjust by Campus internal source

Organizations eligible for assistance:

Proposals submitted by the Campus/Institutions

Types of expenditure permissible under this assistance

CSU allows budgeting on specific heads that are essential for the Campus/Institution of the workshop and therefore organizers are advised to limit their expenses to specific budget heads only.

The following heads may be considered permissible/non-permissible

S.No.	Particulars	Permissible
1.	International travel	No
2.	Domestic Travel	Yes (Eeconomy Class)
3.	Accommodation to foreign participants	Yes
4.	Accommodation to Indian participants	Yes
5.	Tea, snacks, lunch and dinner	Yes
6.	Transport	Yes
7.	Stationary	Yes
8.	Xeroxing	Yes
9.	Secretarial Assistance	Yes
10.	Honorarium for Resource persons	Yes, up to Rs. 3000/-
11.	Contingency	Yes, not more than 10% of the total budget.
12.	Publication	No

TA and Honorarium for Resource persons

Domestic travel by flight (only by economy class in case of travel by Air) or by train (AC II tier) may be permissible to the resource persons. Resource persons may be paid an honorarium @Rs. 3000/- per lecture and one resource person may not deliver more than two lectures. This involves conduct of discussion and assessment of performance of participants. Each lecture session may continue for 90 minutes. Since accommodation will be paid by the organizer, no DA is permissible to the resource person. The resource person will provide the abstract of his/her lecture well before the course to CSU through the Workshop Coordinator for advance circulation to the participants.

TA for participants: Participants may be entitled to AC III tier train journey by the shortest route. Duration: The duration of a workshop may be one week or two weeks. Participants must stay for entire duration.

Number of outstation participants: The number of participants in a workshop may be 10.

Reading materials: Not more than 10% of the total sanctioned budget may be spent on account of reading materials.

Release of Grants and Sanction Order:

1. The institution should inform the CSU if any financial assistance is received from other sources for the same seminar.
2. As per CSU norms: **100% grants shall be** released via Office Sanction Order directly to Campus/institution's bank account immediately.
3. The items permissible/non permissible in organization of the programme expenditure and travel etc. are clearly mentioned in **WORKSHOP GUIDELINES** for kind information and making expenditure strictly.
4. Participation from the all India level may be invited for the Workshop. It may kindly be noted that above programme is approved in principle, which shall be finally organized by workshop coordinator only after the receipt of teaching material by resource persons its submission to CSU via emailand its evaluation by CSU.
5. This may be noted that release of grant is subject to the availability of funds in the concerning financial year.
6. Registration Fee shall be charged from Participants by the Organizer.