

Acharya Motibhai Patel
Institute of Computer Studies,
Ganpat Vidyanagar-384012
BCA Programme
Inword No. 111 Dt. 16-12-2015



NOTIFICATION

NO. 106/2015

Read: 1) Resolution No. 4(m) of 27th Board of Governors Meeting dated 25.09.2015
2) Resolution No. 6(c)(i) of 21st Academic Council Meeting dated 15.09.2015

Sub: Scheme of Grant to organize seminar / symposium /conference /workshop / Training program
Guidelines and Application format

It is hereby notified for information of all concerned that the Board of Governors in its meeting held on 25.09.2015 under Resolution No. 4(m) taking into consideration of the recommendation of 21st Academic Council, has resolved to approve the Scheme of Grant to organize seminar / symposium /conference /workshop / Training program Guidelines and Application format as per Appendix-A.

F.No. 57/GNU/Notification/1277/2015
Date: 08.12.2015

(Dr. Amit A. Patel)
Registrar

To,

- ✓ 1) All Principals/ Heads of the Constituent Colleges/Departments/Centers, *Annexes. BCA*
- ✓ 2) All Deans

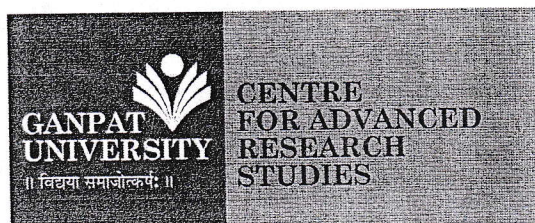
Copy to,

- 1) Controller of Examinations 2) Deputy Registrar (Academic) 3) Account Officer

c.f.w.c. to,

- 1) The Director
- 2) The Head, Off Campus Operation
- 3) The Dy. Director

SCHEME
OF
Grant to organize Seminar/Symposium /
Conference/Workshop/Training program
GUIDELINES AND APPLICATION FORMAT



Center for Advanced Research Studies (CARS)
Ganpat University

**Ganpat Vidyanagar - 384 012, Mehsana-Gozaria Highway, Dist.: Mehsana,
Gujarat, INDIA**

Telefax: +91-2762-286080, 286924

Web: www.cars.gnu.ac.in

Email: cars@ganpatuniversity.ac.in

The scheme provides financial assistance to institutions for organizing Symposium / Conference / Seminar / Workshop at National and International level in various fields of Engineering, Pharmacy, and Management studies, Computer Applications, Science, Social Sciences and Humanities, Architecture and Skill Development. The Scheme intends to promote high standards in Education by way of extending opportunities to the Faculty members and students of Ganpat University by providing a forum for sharing their knowledge, experiences, innovations and inventions. Preference shall be given to topics of interdisciplinary nature, emerging and thrust areas in multidisciplinary Research and Education.

CONDITIONS

01. Funds once released/sanctioned for organizing the particular Seminar / Conference / Symposium / Workshop cannot be utilized for any other programme.
02. In case the event is cancelled, the funds will be returned back to CARS, GU immediately.
03. Prior permission of CARS, GU is required in case date(s) for the seminar is changed.
04. Proposals received under this scheme are evaluated by Expert Committee constituted by the Director, GNU. The meetings take place generally in the months of January and July. The proposal should reach the CARS, GU at least 3 months in advance of the event as well as the CARS meeting.
05. The funds under the scheme are released in two installments. (a) the first installment (fifty percent of the total amount sanctioned) is released before the event on the receipt of acceptance letter, (b) the second installment is released after the receipt of the following documents :
 - (i) Feed back form as per Annexure-I;
 - (ii) Utilisation Certificate for the full amount sanctioned and Statement of Expenditure, signed by Head of Institution convener and financial head / officer as per Annexure – II & III;
 - (iii) Copies of proceedings (1 printed spiral bound copy + 1 soft copy in CD in PDF/word format).
06. The College / Institution should submit the documents necessary for release of 1st installment within 15 days of receipt of the offer letter and documents necessary for release of 2nd installment within 1 month of the conduct of the event.
07. Application formats complete in all respects should be sent to CRAS, GU.
08. The application formats should be properly bound to avoid any loose paper – CARS shall not be responsible for loss of any documents.
09. Incomplete applications or applications not in prescribed format shall not be entertained.

Part A. Proposal Details

1. Name of the Institution : _____
2. Address of the Institution : _____
3. Title of the Seminar / Symposium / Conference _____
4. Date: From _____ To _____
No. of days: _____
5. Venue _____
6. No. of participants expected to attend: _____
7. Discipline Major _____
Ancillary _____
8. Nature of Seminar (please ✓): National/Regional
9. Number of participants expected to attend:

Local	Outstation	Total

9. Total proposed expenditure :
10. Details of total grant received from other organizations for the conduct of the seminar / conference

Sl. No.	Name of Agency	Grant Received

12. Total grant requested from CARS, GU:
13.
 - a). Objectives and importance of the Event.
 - b). Topics to be Discussed.
 - c). Future outcome.
14. Details of proposed Event
 - a) Details of proposed sessions
 - b) Name, address of resource persons delivering
 - c) Keynote/Plenary/Invited Lectures with theme.
15. Name and designation of Chairperson and Members of the organizing committee.
16. Whether any other such events were organized by the organization/institution earlier during the last three years? (Y/N)
(if Yes then provide the details like title of conference, name of co-ordinator, amount sanctioned, dates of events, etc. in tabular form)

17. Details of Expenditure

Head	Anticipated Expenditure (In rupees)	Assistance required From CARS (In Rupees)
Food expenses (Breakfast, Lunch, dinner, Tea, etc.)		
Travel Allowance		
Honorarium to resource persons		
Memento for resource person		
Stationary, pad, folder, pen, etc.		
Publications of Proceedings, Certificates, etc.		
Any other (specify)		
Total		

18. Technical programme of the seminar (Please attach the conference announcement brochure).

Name and Signature of Convener /
Organizing Secretary / Co-ordinator

Name and Signature of
Head of Institution with Seal

Part B - BIO-DATA OF CO-ORDINATOR

01. a). Name of the Applicant
b). Designation
c). Address of the applicant (Institution)
d). Date of Birth
e). Age
f). Sex (M/F)

03. Field of specialization Major _____
Ancillary _____

04. a) Educational Qualification :
b). Details of Experience

Experience	Name of the Organization	Duration	Nature of Work
i). Teaching			
ii). Research			
iii) Industry			
iv). Any other			

- c). Publications (Mention only Number of publications during the last five years with proof).

	Number				
	2014	2013	2012	2011	2010
i). Referred Journals					
ii) Proceedings					
iii) Books					
iv) Patents					
v) Any other					

- d). Awards / Prizes received, if any (attach Proof)

Name of awards / prizes	Year	Awards / prizes received from

5. Highlights of major contributions (within 300 words) in last 5 years.

6. Research Projects Coordinated and the name of the sponsoring body (attach Proof)

S.NO.	Name of the Project	Sponsoring Authority (UNIV./UGC/AICTE etc.)

7. Masters degree (M.Tech./M.E. etc.)Candidates guided.

a). Total Number of students guided

b). Number of Masters degree theses during the last five years

8. Doctoral (Ph.D.) candidates guided.

a). Total Number of students guided

b). Number of Doctoral theses during the last five years

9. Any other relevant information.

(Signature of Applicant)

CERTIFICATE FROM THE HEAD OF THE INSTITUTION

This is to certify that

- a). Institution has no objection if the Seminar/Symposium/Conference on _____ is organized in the Institute's premises from _____ to _____.
- b). Space and other infrastructural facilities would be extended for organizing the aforesaid Seminar / Symposium /Conference / Workshop / Training program.
- c). The funds shall be utilized for the purpose for which they are sanctioned.

Signature of the Head of the Institution

Name

Address

Date

Official seal

ACCEPTANCE LETTER (on Letter head)

SCHEME – SEMINAR GRANT

To
The Head,
Center for Advanced Research Studies (CARS),
Ganpat University.

Sub: Acceptance of grant offered in response to the proposal applied under the scheme of
Seminar Grant for the year _____.

CARS, GU File No. :

Name of Co-ordinator :

Duration of the Programme :

Venue :

Authority in whose favour
Draft/Cheque is to be issued :

Title of the Programme :

Sir,

With reference to the Offer Letter No. _____ Dated _____ of
CARS, GU with regard to the above proposal, we agree to the terms & conditions as
mentioned in the said letter.

Further, we also undertake that the funds receivable shall be utilized for the purpose
for which they are sanctioned.

**Name and Signature of Convener /
Organizing Secretary / Co-ordinator**

**Name and Signature of
Head of Institution with Seal**

SCHEME – SEMINAR GRANT**FEED BACK FORM**

1. CARS, GU File No. & Date of Offer Letter
2. Name of the Convener / Organizing Secretary / Co-ordinator
3. Name and Address of the Institution
4. Title of the conference
5. Dates From _____ to _____
6. Venue
7. Total no. of participants proposed and actually attended
Proposed Attended
8. No. and date of the offer letter

Letter No.	Date

9. Total amount sanctioned : Rs.

10. No. and date of sanction letter

Letter No.	Date	Grant Released

11. Total expenditure incurred in conducting the conference / seminar

12. Grant received from various agencies other than CARS, GU for this conference/seminar

Sl. No.	Name of Agency	Grant Received
	Total =	

13. Details of internal funds if any generated by the Institution / Department on account of this seminar / conference.

14. Briefly mention about the technological / academic / or any other benefit generated by conducting this seminar / conference / symposium with respect to
- a) the institution,
 - b) the faculty;
 - c) students;
 - d) industry / society.
15. The soft as well as hard copy of the detailed proceedings of the programme must be furnished to the CARS, GU.

**Name and Signature of Convener /
Organizing Secretary / Co-ordinator**

**Name and Signature of
Head of Institution with Seal**

SEMINAR GRANT**FORMAT FOR UTILIZATION CERTIFICATE UNDER THE SCHEME****SEMINAR GRANT**

(FINANCIAL YEAR 200....200....)

CARS, GU File No. :
 Name of Convener :
 Dates of Conference : From..... to.....
 Title of Conference :

S.NO.	Letter No. and date	Amount	
1(a)	Date of Offer Letter.....	<u>AA</u>	Certified that out of Rs.... <u>AA</u> .. of grants-in-aid sanctioned during the year.....in favour ofunder this Institution Letter No..... given in the margin a sum Rs..... <u>(BB+CC)</u> has been utilized for the purpose offor which it was sanctioned and the balance of Rs..... <u>AA-(BB+CC)</u>remaining unutilized at the end of the year has been surrendered to the CARS, GU (Vide No..... dated.....).
(b)	Grant received	<u>BB</u>	
(c)	Balance to be Released by CARS, GU	<u>CC</u>	

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

- 1.
- 2.
- 3.

Name and Signature of Convener / Organising Secretary / Co-ordinator

Name and Signature of Head of Institution with Seal

Signature (with seal) of the Finance Officer / Auditor / Accounts Officer/ Certified by CA with her/his Membership No. & Full Postal Address.

AA.....Total amount offered by CARS as per offer letter

BB... Total amount released by CARS as 1st installment

CC... Balance amount requested to be released by CARS (not to exceed **BB**)

SEMINAR GRANT

FORMAT FOR STATEMENT OF EXPENDITURE

CARS, GU file No. :

Title of the Conference :

Name of the Convener :

Sanction No. and Date	Grant Sanctioned	Details of expenditure Incurred Item wise	No. of Participants	Duration of the seminar (with dates)
		Grant Received		
		Balance to be received		

Name and Signature of Convener /
Organising Secretary / Co-ordinator

Name and Signature of
Head of Institution with Seal

Signature (with Seal) of the Finance Officer/
Auditor/Accounts Officer