

Guidelines for
Financial Assistance
for organising
Workshop/Seminar/Conference



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

NAAC

Vision

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

Mission

- ⌘ *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ⌘ *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ⌘ *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ⌘ *To undertake quality-related research studies, consultancy and training programmes, and*
- ⌘ *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country :

- ⌘ *Contributing to National Development*
- ⌘ *Fostering Global Competencies among Students*
- ⌘ *Inculcating a Value System among Students*
- ⌘ *Promoting the Use of Technology*
- ⌘ *Quest for Excellence*

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box No. 1075, Nagarbhavi, Bangalore 560 072, India

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Thrust area for the year 2007

The National Assessment and Accreditation Council has declared the year 2007 as the year of promoting Internal Quality Assurance Systems. The main focus for the year will be the promotion of Internal Quality Assurance Cells (IQAC) in the Accredited Higher Education Institutions. NAAC advocates the establishment of IQAC in all the accredited institutions. The institutions interested in organizing workshop/seminar/symposia/conference and seeking financial assistance may submit the proposals on the theme related to Internal Quality Assurance Cells.

Introduction

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The National Assessment and Accreditation Council has a mandate to assess and accredit higher education institutions in the country. It further facilitates enhancement of quality in all parameters of quality and also stimulates the academic environment for the attainment of an institution's academic objectives. Thus NAAC takes on a gamut of challenges in quality assurance in higher education.

This scheme provides financial assistance to academic institutions, which are accredited to organize workshops/seminars at a state and national level on themes related to quality issues in higher education. Since quality assurance is a continuous process, the NAAC has taken many post accreditation activities to facilitate quality promotion, sustenance and enhancement among all institutions of higher education in general and among accredited institutions in particular. In this context, the NAAC has decided to support seminars and conferences focusing on quality sustenance and quality enhancement. In addition to academic support, financial assistance is also available for this purpose. To ensure that quality assurance becomes an integral part of the functioning of the institutions, the NAAC promotes the establishment of Internal Quality Assurance Cells (IQAC) in accredited institutions whose prime responsibility is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. The NAAC invites applications from the IQAC of the accredited institutions for conducting workshops and seminars at the state or at the national level for quality enhancement of institutions.

The workshop is expected to facilitate high standards in higher education in relation to any of the quality parameters in higher education. The organizations concerned should thereby be able to extend facilities to academicians/administrators/research scholars to share their knowledge, experience and research in quality related aspects in higher education or provide intervention for improving the quality of education. For this scheme, the highly rated institutions are considered. For those institutions scoring less than B+ or less than 4 stars in the old grading pattern, separate programmes shall be arranged for quality improvement measures which will be dealt under a different scheme.

1. Objective

The basic objective of the scheme is to enable organizations / institutions to organize workshops which will promote quality in institutions as well as programmes. Priority areas for support will be on *quality sustenance and quality enhancement measures, promotion of assessment and accreditation, internal quality assessment systems, promotion and sharing of best practices and student participation in quality assurance or any quality related issues* in higher education.

2. Eligibility

Financial assistance under this scheme is available to accredited colleges and universities with B+ and above in the new grading pattern or Four or Five Star in the old grading pattern. The institution should also have established IQAC in their institution. Such seminars should be formally organized by the IQAC of the institution. Besides, the institution should have a website for fast and effective communication.

3. Nature of assistance available under the scheme

The financial support from NAAC would be partial funding to a maximum of Rs. 75,000 to colleges and Rs. 1,25,000/- to a university for two day and Rs. 50,000/- to colleges for one day programme to conduct a state/national level seminar. The financial assistance to an institution will be provided only once in a plan period. The institution is expected to bear part of the expenses including the institutional services.

4. Procedure of applying for the scheme

Institutions who wish to avail financial assistance under this scheme should submit their proposal in the prescribed proforma at least two months before the proposed date of the seminar to the NAAC office, Bangalore. The proposal should highlight the *theme and objectives of the seminar, discussion themes, the participants, expected outcome and the estimates of the expenditure*. The proposal shall be addressed to: *The Director, NAAC, P O Box No. 1075, Nagarbhavi, Bangalore – 560 072.*

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5. Procedure for Approval

An expert committee is constituted for considering the proposals for workshop/seminar/conference and the final decision will be taken by the NAAC keeping in mind the recommendations made by the Expert Committee and the availability of funds for the same, during the specified period. The decisions will be made quarterly, i.e. first week of January, April, July and October of each year.

6. Procedure for Release of Grants

After NAAC's approval of the proposal, the approval letter of the workshop/seminar/conference will be sent to the institution along with the first installment of 80% of the total grant sanctioned. The amount released can be spent under the approved allocation for the respective heads, during the same financial year. The regional NAAC coordinators will be facilitators for these workshops. All communication / consultation should be directed to the regional coordinators after the approval of the same. (See NAAC website for details of names and regions)

The second installment of the sanctioned grant (20%) will be released on the receipt of

- i. The details of participants/paper presentations
- ii. Certified statement of expenditure accompanied by vouchers which must be signed by the convener, head of the institution and finance officer/Accounts officer/Bursar and
- iii. Two copies of the proceedings /brief report on this seminar /conference/ workshop, focusing on the different themes presented, participants, resource persons and the outcome of the workshop as per the objectives of the workshop and recommendations.

Proforma of Application

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Name of the College / Institution / University:

University to which affiliated in case of Colleges:

Details of Recognition by UGC:

Type of the Institution: Govt./ Grant-in-aid/ Private/ Self-financing

NAAC Grade:

(Please tick (✓) the appropriate item)

1. **Activity** Workshop Seminar Conference

2. **Geographical Coverage** State Level National

3. **Theme of the Conference** _____

4. **Proposed dates** _____

5. **Venue** _____

6. Name and Address of the Organizing Institution

Name of the Head of the Institution: _____

Institution's Name: _____

Address: _____

Email: _____

PIN

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 Website: _____

Phone No. (O) STD Code _____ No. _____

Fax No. STD Code _____ No. _____

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7. Name & Designation of the Convenor of the IQAC

Ph. No. Office: _____ Residence: _____

Mobile: _____

e-mail ID: _____

8. Designation of Official Empowered to Receive Financial Grants (Grants will be released only in favour of head of the Institution):

9. Brief write-up about the seminar highlighting its importance in the National Context (Separate papers to be attached)

- a. Theme
- b. Objectives
- c. Discussion Themes
- d. Expected outcome
- e. Participants (nature/ categories)
- f. Expected outcome
- g. Estimates of expenditure as given below:

10. Nature of Workshop/Seminar/Conference and number of participants expected:

Nature (Put tick mark under relevant column)	Number of participants expected to attend		
	Local	Outstation	Total
State			
National			

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11. Broad details of the total estimated expenditure: (In Rupees)

- a. TA/DA for participants
- b. TA/DA for Resource Persons
- c. Pre-conference printing
(Announcements, abstracts, etc.)
- d. Publication of Proceedings
- e. Stationery
- f. Local Hospitality

Grand Total Rs

12. Financial assistance required from NAAC for this activity

Specific items of expenditure	Amount(Rs.)
(a)
(b)
(c)
(d)

Total

Certificate

This is to certify that

a) Institution has no objection if the

Workshop/Seminar/Conference on _____ is organized in the Institution premises

From to

b) Space and other infrastructural facilities would be extended for organizing the aforesaid Seminar/Workshop/Conference

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

Seminar Grant

FORMAT FOR STATEMENT OF EXPENDITURE

NAAC 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 Conference (with dates)

Name and Signature of
Organizing Secretary / Convener

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

Name and Signature of
Head of Institution with Seal

For Communication with NAAC

Prof. V.S. Prasad

Director

National Assessment and Accreditation Council

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