

# **Guidelines for Financial Assistance/ Academic Collaboration for Organizing Seminar /Workshop/Conference**

## **Introduction**

The National Assessment and Accreditation Council (NAAC) is an autonomous body established by the University Grants Commission (UGC) with a mandate of Quality Assurance of Higher Education Institutions (HEIs) in the country. To fulfill the mandate the NAAC has been carrying out the process of Assessment and Accreditation (A&A) of HEIs over the past two and half decades. Several HEIs have gone through this process and a sizeable number has also undergone subsequent cycles of accreditations.

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 NAAC has decided to support seminar/workshop/conference focusing on quality sustenance and quality enhancement. In addition to academic support, financial assistance is also available for this purpose. The NAAC provides financial assistance to academic institutions, **which are having valid accreditation by NAAC** to organize state and national level workshop/seminar /conference on themes related to quality issues in Higher Education. The programme is expected to facilitate high standards in higher education in relation to any of the quality parameters in Higher Education. The HEIs 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.

NAAC also supports academic collaboration for organizing seminar /workshop/conference **without financial assistance to HEIs**, which are having valid accreditation by NAAC. The eligibility conditions, procedure of applying and procedure for approval are same. The guide lines for academic collaboration for seminar without financial support and format of application are given at annexure: VIII and IX respectively.

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 all parameters of quality and also to stimulate the academic environment for the attainment of an institution's academic objectives. NAAC invites applications from the IQAC of the accredited institutions for conducting seminar/workshop/conference at the state or national level for quality enhancement of HEIs under these schemes. Thus NAAC takes on a gamut of challenges in quality assurance in higher education

## 1. Objective

The basic objective of the schemes is to enable accredited HEIs to organize seminar/workshop/conference 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

- I. Financial assistance under this scheme is available to all HEIs **which are having valid accreditation by NAAC.**
- II. As an important post-accreditation quality sustenance activity, NAAC has requested the institutions to establish Internal Quality Assurance Cell (IQAC) in their institution. Hence organization of the seminar/workshop/conference is mandated to be the activity of IQAC of the Institution.
- III. The theme should be related to quality issues in Higher Education and not subject specific one.

## 3. Nature of assistance available under the scheme

The financial support from NAAC would be partial funding to a maximum of Rs. 1,00,000/- to an HEI to conduct a state/ national level seminar. The financial assistance to an institution will be provided only **once in an accreditation cycle**. The institution is expected to mobilize balance amount required to organize this activity at its end. Apart from the financial support NAAC will provide the academic support

## 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 five to six** months before the proposed date of the seminar to the NAAC office, Bangalore. The proposal should highlight the *theme and objectives of the workshop/seminar/conference, 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.**

## 5. Procedure for Approval

A Seminar Committee is constituted for considering the proposals for seminar/workshop/conference and the final decision will be taken by the NAAC keeping in mind the recommendations made by the Seminar Committee and the availability of funds for the same, during the specified period. **The committee will meet once in a quarter i.e. first week of March, June, September and December** of each year. After NAAC's approval of the proposal, a letter will be sent to the institution intimating the sanction of the financial support.

## 6. Procedure for Release of the Financial Support:

### Following are the procedures and conditions for Release of the Financial Support

- As an important post-accreditation quality sustenance activity, NAAC has requested the institutions to establish Internal Quality Assurance Cell (IQAC) in their institution. Hence organization of the workshop/seminar/conference is mandated to be the activity of IQAC of the Institution.
- The programme details of workshop/seminar/conference have to be sent to NAAC at least one month prior to the scheduled dates.
- For National Level programme, institution has to invite at least 10% of participants from outside the state and for State Level programme, institution has to invite at least 25% of participants from outside the district.
- For better coordination organizers should be in communication with the respective Regional Coordinator at NAAC as mentioned in the sanctioned letter.
- Institutions may write a letter to the Regional Co-ordinators, NAAC seeking nomination for resource persons.
- The sanctioned amount should be spent exclusively on the programme for which the assistance is approved by NAAC.
- **The release of grants will be on completion of the event and submission of the Statement of Expenditure and Utilization Certificate within a month to NAAC**. In case of any delay in submission of the claim the reimbursement **will not be made** and NAAC will not be liable for the expenditure incurred.
- *Workshop/seminar/conference has to be **conducted on the scheduled date(s)** as mentioned in the seminar proposals sent to NAAC. If there is any change in the scheduled date of the seminar, HEI has to obtain prior permission from NAAC by stating the reason for change of dates.*
- Institution cannot outsource the activity and as already mentioned the IQAC should be responsible for organising the programme.

- NAAC should be duly acknowledged in all the programme related publications including proceedings of the programme.
- TA and honorarium for NAAC nominated resource persons and others may be paid within the grant sanctioned by NAAC. **Honorarium of Rs. 2,000/- per day may be paid as per NAAC rule.**
- If NAAC officer is participating, the TA/DA may be either borne by NAAC or by the institution from the sanctioned grant. However, hospitality needs to be provided by the institution.

The NAAC financial assistance may be spent on the broad headings given below:

- A. Pre-conference and venue Arrangements
- B. Resource Persons-TA, Honorarium, etc.
- C. Lunch, tea and hospitality
- D. Publication of proceedings
- E. Miscellaneous

#### **7. Post workshop/ Seminar/conference requirement:**

Within a week from the completion of the seminar the institution should bring out “**The Proceedings**” of the workshop/seminar/conference. A half page summary of the proceedings along with one or two photographs of high resolution may be sent to Regional Co-ordinator, NAAC for considering it for NAAC newsletter.

#### **8. Suggesting format for preparing the proceedings of NAAC Sponsored workshop/seminar/conference**

1. Theme of the workshop/seminar/conference
2. The programme (separate sheet may be enclosed)
3. The keynote address, presentation of invited resource persons and participants (enclose the copies of each one of them)
4. The recommendations/ Suggestions/ Action Points (outcome of the seminar)
5. Follow up actions, the institution proposes to undertake

The institution **should submit** the proceedings duly signed by the Head of the Institution, Statement of Expenditure and Utilization Certificate in original certified by the practicing Chartered Accountant **within one month from the date of completion of the event.** The sanctioned amount will be released only on receipt of the above within the timeline.

Henceforth all the claims will be reimbursed through NEFT transfer. You are therefore requested to provide the following bank details and a copy of cancelled cheque along with the claims.

**Bank Details**

1. Beneficiary Name: \_\_\_\_\_

**(Authorities by designation only. For example Vice**

**Chancellor/Registrar/Principal/ Director etc.)**

2. Name of the Bank: \_\_\_\_\_

3. Name of the Branch: \_\_\_\_\_

4. Account Type: \_\_\_\_\_

5. Account No: \_\_\_\_\_

6. RTGS/IFS Code: \_\_\_\_\_

7. MICR Code: \_\_\_\_\_ (copy of the cancelled cheque)

**PROFORMA OF APPLICATION**

1. Name of the Institution: \_\_\_\_\_

2. Whether the Institution has got earlier seminar Grant sanctioned by NAAC within the period of present accreditation cycle.

Yes  No

If Yes, Year  Amount

3. In case of Colleges, name of the University to which the college is affiliated:  
\_\_\_\_\_

4. Details of Recognition by UGC: (if recognized) \_\_\_\_\_

5. NAAC Accreditation Status:

Cycles	Validity Period	Grade	CGPA/Percentage
Cycle - 1			
Cycle - 2			
Cycle - 3			
Cycle - 4			
Cycle - 5			

6. Type of the Institution:

Govt.		Grant-in aid		Private		Self-financing	
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7. Location of the college

Rural		Semi urban		Urban	
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8. Name of the Activity

Seminar		Conference		Workshop	
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9. Theme of the Seminar/Conference/workshop:

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10. Proposed dates: \_\_\_\_\_

(Proposal should be sent five to six months in advance and the proposal need to be sent by the Internal Quality Assurance Cell (IQAC) of the Institution)

11. Venue Seminar/Conference/workshop: \_\_\_\_\_

12. Name and Communication details of the Organizing Institution

Name of the Head of the Institution: \_\_\_\_\_

Institution's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

PIN code: 

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Website:

Mobile No.

Phone No. (O) STD Code: \_\_\_\_\_ No. \_\_\_\_\_

Fax No. STD Code \_\_\_\_\_ No. \_\_\_\_\_

Name of the Convenor of the IQAC: \_\_\_\_\_

Designation: \_\_\_\_\_

Ph. No. Officer: \_\_\_\_\_ Residence: \_\_\_\_\_

Mobile:

E-mail id:

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

- a. About the Institution: (Maximum 500 words)
- b. Theme:
- c. Objectives (Maximum 300 words) :
- d. Sub Themes:
- e. Expected outcome: (Maximum 500 words)
- f. Participants (nature / categories):
- g. Estimate of expenditure as given below:

13. Nature (Geographical area covered) of the Seminar :

State  National

14. Number of participants expected to attend

From same District:

From same State:

From other States:

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

- a. Pre-conference and venue Arrangements: Rs.....
- b. Resource Persons-TA, Honorarium, etc.: Rs.....
- c. Lunch, tea and hospitality: Rs.....
- d. Publication of proceedings: Rs.....
- e. Miscellaneous : Rs.....

**Grand Total** Rs.....

16. Financial assistance (in Rs.) required from NAAC for this activity.

Specific items of expenditure	Amount(Rs.)
1. ....	Rs.....
2. ....	Rs.....
3. ....	Rs.....
4. ....	Rs.....
Total	Rs.....

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 workshop/Seminar /Conference
- c).     The funds shall be utilized for the purpose for which they are sanctioned.

**Signature of the Head of the Institution**

**Name with address**

**Date**

**Official seal**

**A. Format for Statement of Expenditure**

*(to be sent along with claim)*

Name & Address of the Institution:

Dates of Seminar / Workshop / Conference:

<b>Head</b>	<b>: Expenditure</b>
A. _____	: Rs.
B. _____	: Rs.
C. _____	: Rs.
D. _____	: Rs.
E. _____	: Rs.
<b>TOTAL</b>	<b>: Rs.</b>

Certified that an amount of Rs.----- is incurred Under incidental expenses towards Seminar / Workshop / Conference to our Institution.

Name and Signature of the  
Head of the Institution  
with seal

Name and Signature of  
Finance Officer/Accounts Officer/  
Bursar with seal

Certified

**Name, Address and Signature of the practicing  
Chartered Accountants with seal & Membership No.**

**B. Utilization Certificate**

It is certified that an amount of Rs. ----- (Rupees ----- only) incurred towards the expenditure for organizing seminar/workshop/conference has been utilized for the purpose for which it is allocated and in accordance with the terms and conditions as laid down by the National Assessment and Accreditation Council (NAAC), Bangalore.

If any excess payment is noticed as a result of check or audit objection at a later stage, we have no objection for refund, adjust or regularization of the objected amount.

Name and Signature of  
Head of the Institution with Seal

**Name, Address and Signature of the practicing  
Chartered Accountants with seal & Membership No.**

**C. Honorarium Receipt for Resource person**

(For use and retention in the office of the institution)

**RECEIPT**

Received with thanks a sum of **Rs.**

..... (in words)

..... by NEFT/RTGS/Cheque/D.D. towards

Seminars/Workshops/Conference conducted on DD/MM/YYYY:

**Name & Address of** .....

**of the Resource person** .....

.....

**State** ..... **Pincode**.....

**Place:**

**Date:**

**Signature of the Resource Person**

**Name and Address of the Institution:**

**D. Format for Payment of TA to Resource person**

(For use and retention in the office of the institution)

Name &amp; Address of the Institution:

Name &amp; Address of the Resource person:

Date of Seminar / Workshop / Conference conducting:

Scale of Pay Rs.

Onward From	Return From	Mode of Travel	Expenses Incurred	Rupees
Place	Place			
Date	Date			
Time	Time			

I certify that the above stated expenditure is incurred for the purpose of visiting the institution for Seminar/ Workshop / Conference sponsored by NAAC

(To be used by the institutions office)

Amount Applicable for TA Rs.:	Received Rs.:
Any Others Rs.:	Name :
Total Rs.:	Signature of Resource Person

### **Norms for Travelling/ Accommodation/ Honorarium**

#### **Air/Rail Travel:**

Air travel by executive class is not permitted. As far as possible subsidized airfares as available from Indian Airlines or any private airlines from time to time may be availed to reduce resource person visit expenses. Air travel is allowed by shortest route only. Train travel by II AC may be availed.

#### **Road Travel:**

If the distance is more than 350 Kms (each side), either the road mileage will be restricted to 350 Kms or to the fare of 2<sup>nd</sup> class AC train as per entitlement or AC bus as available on that particular route (as per the option of expert)

In case of journeys by road or by own car the mileage will be payable as per the norms of the place where the institution is located.

#### **Stay and Accommodation:**

A decent accommodation be provided to the resource person and make necessary arrangement for local transportation etc.

#### **Honorarium:**

Honorarium may be paid at the rate of Rs. 2,000/- per day for resource person.

**List of Documents to be sent to NAAC by the HEIs for reimbursement after post seminar/workshop/ conference within one month from the date of seminar completion**

1. Certified Statement of Expenditure and Utilization Certificate which must be signed by the, head of the institution, finance officer/ Accounts officer and Chartered Accountants as per the Format
2. Full address of the institution with pin code, telephone number with STD code, email Id and Principal / Coordinators mobile number(s).
3. The details of participants/ paper presentations
4. Two copies of proceedings (**Hard Copy**)/ 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. **The final version of the paper and presentation to be sent to NAAC in a CD format.**
5. Few photographs of the event be provided with high resolution.

**Guideline for academic collaboration for Seminar without Financial Support:**

- ⇒ As an important post-accreditation quality sustenance activity, NAAC has requested the institutions to establish Internal Quality Assurance Cell (IQAC) in their institution. Hence organization of the seminar/workshop is mandated to be the activity of IQAC of the Institution.
- ⇒ The programme details of seminar/conference have to be sent to NAAC at least one month prior to the scheduled dates.
- ⇒ For better coordination organisers should be in communication with the respective Regional Coordinator at NAAC.
- ⇒ *The seminar/workshop has to be conducted on the scheduled date(s) as mentioned in the seminar proposals sent to NAAC. You have to obtain prior permission from NAAC if there is any change in the scheduled date of the seminar by stating the reason for change of dates.*
- ⇒ Institutions may write a letter to the Regional Co-ordinators, NAAC seeking nomination for resource persons.
- ⇒ If NAAC officer is participating, the TA/DA may be borne by the institution.
- ⇒ For National Level seminar, institution has to invite at least 10% of participants from outside the state and for State Level Seminar institutions have to invite at least 25% of participants from outside the district.
- ⇒ Institution cannot outsource the activity and as already mentioned the IQAC should be responsible for organising the event.
- ⇒ NAAC should be duly acknowledged in all the seminar related publications including proceedings of the Seminar / Conference.
- ⇒ Academic support by NAAC entitles your HEI for following benefits:
  1. Use of NAAC's name and logo as collaborating academic partner of the seminar.
  2. Advice from NAAC about theme/ sub theme of seminar and suggestions about resource persons.
  3. Publishing information about seminar on NAAC website/news letter.

*..... contd.*

**Post Seminar/workshop requirement:**

Within a week of the seminar the institution should bring out “**The Proceedings**” of the seminar/ conference. A half page summary of the proceedings along with one or two photographs of high resolution may be sent to Regional Co-ordinator, NAAC for considering it for NAAC newsletter.

**Suggesting format for preparing the proceedings of NAAC Sponsored Seminars / Conference**

1. Theme of the seminar/ Conference
2. The programme (separate sheet may be enclosed)
3. The keynote address, presentation of invited resource persons and participants (enclose the copies of each one of them)
4. The recommendations/ Suggestions/ Action Points (outcome of the seminar)
5. Follow up actions, the institution proposes to undertake

**PROFORMA OF APPLICATION FOR SEMINAR WITHOUT FINANCIAL SUPPORT:**

1. Name of the Institution: \_\_\_\_\_

2. Whether the Institution has got earlier seminar Grant sanctioned by NAAC within the period of present accreditation cycle.

Yes  No

If Yes, Year  Amount

3. In case of Colleges, name of the University to which the college is affiliated:  
\_\_\_\_\_

4. Details of Recognition by UGC: (if recognized) \_\_\_\_\_

5. NAAC Accreditation Status:

Cycles	Validity Period	Grade	CGPA/Percentage
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Cycle - 2			
Cycle - 3			
Cycle - 4			
Cycle - 5			

6. Type of the Institution:

Govt.		Grant-in aid		Private		Self-financing	
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7. Location of the college

Rural		Semi urban		Urban	
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8. Name of the Activity

Seminar		Conference		Workshop	
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9. Theme of the Seminar/Conference/workshop:

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10. Proposed dates: \_\_\_\_\_

***(Proposal should be sent five to six months in advance and the proposal need to be sent by the Internal Quality Assurance Cell (IQAC) of the Institution)***

11. Venue Seminar/Conference/workshop: \_\_\_\_\_

12. Name and Communication details of the Organizing Institution

Name of the Head of the Institution: \_\_\_\_\_

Institution's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

PIN code: 

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Website:

Mobile No.

Phone No. (O) STD Code: \_\_\_\_\_ No. \_\_\_\_\_

Fax No. STD Code \_\_\_\_\_ No. \_\_\_\_\_

Name of the Convenor of the IQAC: \_\_\_\_\_

Designation: \_\_\_\_\_

Ph. No. Officer: \_\_\_\_\_ Residence: \_\_\_\_\_

Mobile:

E-mail id:

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

- h. About the Institution: (Maximum 500 words)
- i. Theme:
- j. Objectives (Maximum 300 words) :
- k. Sub Themes:
- l. Expected outcome: (Maximum 500 words)
- m. Participants (nature / categories):
- n. Estimate of expenditure as given below:

13. Nature (Geographical area covered) of the Seminar :

State  National

14. Number of participants expected to attend

From same District:

From same State:

From other States:

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 workshop/Seminar /Conference

c). The funds shall be utilized for the purpose for which they are sanctioned.

**Signature of the Head of the Institution**

**Name with address**

**Date**

**Official seal**