

SEMINAR GRANT (SG)

9.1.1		Objectives
	(a)	The scheme provides financial assistance to institutions for organizing Seminar / Workshop / Symposium of National and International level in various fields of Technical Education. The Scheme intends to promote high standards in Technical Education by way of extending opportunities to the academicians and working professionals 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 Technical Education.
9.1.2		Eligibility
	(a)	The Host Institution must be an AICTE approved Institute/AICTE approved University Department.
	(b)	Coordinator must be full time regular faculty with adequate experience in teaching and research with publications.
	(c)	Maximum two proposals per institute per year including sanctioned but not completed would be considered.
	(d)	The applicant Host Department should be preferably from NBA accredited.
9.1.3		Duration of Project
	(a)	The proposed/approved Seminar shall be conducted within six month from the date of receipt of offer letter.
9.1.4		Limit of funding
	(a)	Rs. 1 Lac for National Seminar and Rs. 3 Lac for International Seminar .
9.1.5		Disbursement of the Funds
	(a)	50% amount as advance.
	(b)	50% on submission of UC and other documents as per terms and conditions.
9.1.6		Processing Methodology:
		The proposal shall be assessed by an expert committee constituted as follows
	(a)	Three experts not below the rank of Associate Professor.
	(b)	At least one member among the experts shall be from the concerned stream.
9.1.7		Terms and conditions
	(a)	Prior permission of the Council sponsorship is essential for conducting Seminar.
	(b)	Funds once released/sanctioned for organizing the particular Seminar / Workshop / Symposium cannot be utilized for any other programme.
	(c)	In case the event is cancelled, the funds will be returned back to AICTE immediately with interest incurred.
	(d)	Any change in the programme for holding Seminar / workshop / Symposium , change of Coordinator name and Venue date would required prior approval of the council, failing which the offer for the grant already issued would be treated as automatically withdrawn.

(e)	<p>The funds under the scheme are released in two installments.</p> <ul style="list-style-type: none"> • The first installment (fifty percent of the total amount sanctioned) is released before the event on the receipt of acceptance letter, • The second installment is released after the receipt of the following documents. <ul style="list-style-type: none"> (i) Feed-back of participants with signatures; (ii) Photographs of the Conducted events. (iii) Utilization certificate and statement of accounts in prescribed proforma duly audited by the Chartered accountant in the case of private institution and by the finance officer/account officer in respect of government/government-aided institution as per prescribed format. (iv) Supporting bills/documents on account of expenses incurred for the purpose duly attested by Head of the Institute. (v) Copies of proceedings.
(f)	<p>The University/Institution should submit the documents necessary for release of 1st installment within 15 days of receipt of the offer letter and document necessary for release of 2nd installment within 1 month of the conduct of the event.</p>

9.2	SEMINAR GRANT Proforma Cum Evaluation Sheet
	Application Id < Value to be generated by E-GOV>

9.2.1	Institute Details		
(a)	Institute Permanent ID No. :	<Data base of E-Gov>	
(b)	Name of the Institute	<Data base of E-Gov>	
(c)	Contact details	<Data base of E-Gov>	
(d)	Email	<Data base of E-Gov>	
(e)	FAX	<Data base of E-Gov>	
(f)	Telephone	<Data base of E-Gov>	
(g)	Reference of Extension of Approval letter for the current year	Letter No: <Data base of E-Gov>	Date: <Data base of E-Gov>
(h)	Number of Seminar Grants sanctioned but not completed	<Input by Institute>	
(i)	Number of Seminar Grants applied for	<Data base of E-Gov>	
	If 9.2.1(h) + 9.2.1(i) <=2 proceed to next level Else display the message "Sorry Maximum 2 Seminar proposals per institute per year including sanctioned but not completed would be considered"		

9.2.2	Details of the Coordinator			
(a)	Faculty ID	<Data base of E-Gov>		
(b)	Name of the Candidate	<Data base of E-Gov>		
(c)	Department	<Input by Institute>		
(d)	Appointment Type	Regular <Data base of E-Gov>	Temporary <Data base of E-Gov>	Adhoc <Data base of E-Gov>
(e)	Contact details	Cell no <Input by Institute>	Email <Input by Institute>	
	As per 9.2.2 (d), If appointment is regular proceed to next level Else display the message "Sorry only Full time Regular faculty can avail funds under SEMINAR GRANT"			

9.2.3	Details of the SEMINAR GRANT proposal		
(a)	Title of the Seminar	<Input by Institute>	
(b)	Number of Participants	<Input by Institute>	
(c)	Duration	<Input by Institute>	
(d)	Tentative dates of the Seminar	<Input by Institute>	
(e)	Technical Field of the Seminar	<Input by Institute>	
(f)	Department under which Seminar is to be conducted	<Input by Institute>	
(g)	AICTE approved Course of the department under which seminar is to be conducted	<Data base of E-Gov>	
	If 9.2.2 (c) = 9.2.3 (g) proceed to next level Else display the message "Sorry the coordinator must be from the same department under which seminar is to be conducted"		

9.2.4	Credentials of Coordinator
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	Parameter/ Criteria	Input by Institute	Input by Institute	Max. Marks	Marks Awarded by the System <Value to be generated by E-GOV>	Marks Awarded by the Experts
(a)	PG	Select Yes/No	<Input by Institute Provide space for area of specialization>	1	Yes = 1 mark No=0 mark	
(b)	Ph. D	Select Yes/No	<Input by Institute Provide space for area of specialization>	3	Yes = 3 mark No=0 mark	
(c)	Teaching Experience in years	Enter Years	<Input by Institute>	3	1 year= 1 mark 2 to 5 years= 2 mark More than 5 years=3 marks	
(d)	Research Experience in years	Enter Years	<Provide space for details of Industrial experience>	4	1 to 5 years= 2 mark More than 5 years=4 marks	
(e)	Industrial Experience in years	Enter Years	<Provide space for details of Industrial experience>	2	1 year= 1 mark More than 2 years = 2 marks	
(f)	Papers published in national Journals in last 5 years	Enter Number	<Input by Institute Provide space for list>	2	1 to 3 publications= 1 mark More than 3 publications=2 marks	
(g)	Papers published in International Journals in last 5 years	Enter Number	<Input by Institute Provide space for list>	2	1 to 3 publications= 1 mark More than 3 publications=2 marks	
(h)	Number of Ph. D students Guided	Enter Number	<Input by Institute Provide space for list>	3	1 Ph. D. guided = 1 mark 2 Ph. D. guided = 2 marks More than 2 Ph. D. guided = 3 marks	
(i)	Membership of the Professional/ Learned bodies/ Societies	Select Yes/No	<Input by Institute Provide space for details>	2	Yes = 2 mark No=0 mark	
(j)	Awards	Select Yes/No	<Input by Institute Provide space for details>	1	Yes = 1 mark No=0 mark	
(k)	Number of Patents Registered	Select Yes/No	<Provide space for list of patents >	1	Yes = 1 mark No=0 mark	
(l)	Relevant experience of conducting / coordinating similar programmes from AICTE and other funding agencies in past three years	Select Yes/No And enter Numbers	<Input by Institute> <Provide space for list of programmes conducted>	1	Yes = 1 mark No=0 mark	
		Sub Total		25	<Automated Total>	

9.2.5	Credentials of Organizing Institute
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	Parameter/ Criteria	Input by Institute	Input by Institute	Max. Marks	Marks Awarded by the System <Value to be generated by E-GOV>	Marks Awarded by the Experts
(a)	Type of Institute: (Whether selected under TEQIP)	Enter Yes/no	<Input by Institute>	3	Yes = 3 marks No = 0 Marks	
(b)	Number of Years of Establishment of institute	Number	<Data base of E-Gov>	3	1 to 5 years= 1 marks 6 to 10 years= 2 marks More than 10 years= 3 marks	
(c)	Number of courses Accredited in the Institute.	Enter Number	<Input by Institute>	4	<1 = 2 marks> <2 = 3 marks> <more than 2 = 4 marks>	
			Sub Total	10	<Automated Total>	

9.2.6	Credentials of Organizing Department
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	Parameter/ Criteria	Input by Institute	Input by Institute	Max. Marks	Marks Awarded by the System <Value to be generated by E-GOV>	Marks Awarded by the Experts
(a)	Level of the course under which Seminar is to be conducted	Enter UG/PG	<Input by Institute>	5	<if UG= 3 marks PG= 5 marks>	
(b)	Whether the course under which the proposal is submitted, is accredited by NBA?	Enter Yes/No	<Input by Institute>	5	<if yes= 5 marks No= 0 marks>	
			Sub Total	10	<Automated Total>	

9.2.7	Credentials of the proposed seminar
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	Parameter / Criteria	Input by Institute	Max. Marks	Marks Awarded by Experts
(a)	Objectives & Context	<Input by Institute maximum 300 words>	15	
(b)	Relevance	<Input by Institute maximum 200 words>	10	
(c)	Benefits to Faculty	<Input by Institute maximum 150 words>	10	
(d)	Expected Outcome	<Input by Institute maximum 150 words>	10	
(e)	No and Level of participants	<Input by Institute maximum 150 words>	5	
(f)	No and level of Guest Speakers	<Input by Institute maximum 150 words>	5	
	Sub Total		55	
	Grand Total		100	

Declaration:

I/We solemnly confirm and verify that the information uploaded on the portal in respect of this proposal for seeking grant from AICTE under AQIS is true and correct to the best of our knowledge and belief. In case, at any point of time it is found that information provided in this proposal is false or incorrect, AICTE will be at liberty to withdraw the grant given to us and we shall be liable to refund the entire amount of the grant with interest thereon and also liable for any other action that AICTE may deem fit. We also understand that AICTE may not consider our future proposal in this circumstance.

The applicant will put a tick in a box provided... unless this is ticked the application should not be submitted... also display confirmation message that I have read the declaration and I/we confirm the same.