

NOTIFICATION

Sub: State Plan Funds 2021-22- Conduct of Hybrid Programmes- Seminars/Conferences/Workshops-Proposals -Teaching Departments/Centres- inviting- reg:

An amount of ₹ 100,00,000/- (Rupees one crore only) has been earmarked for the conduct of Seminars/Webinars, under the Budget Estimates of the University for the year 2021-22. Accordingly, the University Circular No.Pl.B/Circular/Webinars – State Plan Funds/2021-22 dated 16.08.2021 was circulated to all Departments of the University requesting them to submit the proposals, for organising Webinars during 2021-22, in the prescribed proforma on or before 30.09.2021.

Accordingly, all 79 applications received in the section for the conduct of Webinars and Offline Programmes were placed before the Scrutiny Committee held on 27.10.2021. The Syndicate at its meeting held on 28.10.2021 vide Item No.33.145 resolved to approve the recommendations of the Scrutiny Committee held on 27.10.2021 to grant permission to conduct the 58 programmes and to sanction financial assistance of ₹ 39,14,400/- (Rupees thirty nine lakhs fourteen thousand and four hundred only) as Provisional Advance from the State Plan Funds. The Syndicate also resolved that notification shall be issued for the conduct of Offline/Hybrid Seminars/ Conferences/ Symposiums/ Workshops with publication prospectus from SCOPUS- Indexed Publishers and the guidelines for Offline/Hybrid programmes shall be prepared.

Accordingly the Scrutiny Committee on Seminar/Conference/Symposiums /Workshop at its meeting held on 08.11.2021, studied the draft guidelines for the conduct of the Hybrid Programmes-Seminars/Conferences/Symposiums/Workshops and recommended necessary changes. The Committee also recommended that the last date for submitting applications for the conduct of the Hybrid Programmes- Seminars/Conferences/Symposiums /Workshops is **04.12.2021**.The Standing Committee of the Syndicate on Academics and Research held on 15.11.2021, considered the above matter and recommended to approve the Minutes of the above mentioned Scrutiny Committee and Guidelines for the conduct of the Hybrid Programmes- Seminars/Conferences/Symposiums/Workshops. The Syndicate held on 17.11.2021, vide item no. 60. D20, has resolved to approve the recommendation of the Standing Committee of the Syndicate on Academics and Research on 15.11.2021. Sanction has been accorded by the Vice - Chancellor

to implement the same .

All **teaching Departments/ Centres** (other than UITs, UIMs, B.Ed. & Engg. Colleges) of the University are therefore directed to **submit their proposals** for Hybrid Programmes- Seminars/ Conferences/ Symposiums/ Workshop in the **prescribed proforma** to the office of the **Director, Planning & Development, on or before 04.12.2021** for utilizing the State Plan Funds earmarked for the same before 31.03.2022. The programmes shall be planned so as to **conduct the same before 31.01.2022 and the bills and vouchers for final payment shall be submitted before 01.03.2022.**

The following guidelines shall be strictly adhered to while seeking financial assistance for the conduct of Hybrid Programmes- Seminars/Conferences/Symposiums /Workshops by the teaching Departments/Centres of the University with financial assistance under State Plan Funds:

1. A prime consideration at the time of application, sanction and conduct of the Seminars/ Conferences/ Workshops/ Symposiums/ Training Programmes would be to attain the Quality Mandate of the university.

2. The proposals for conducting the various programs, along with the details of the financial assistance for obtaining State Plan Funds, in the prescribed proforma complete in all aspects, shall be submitted to the Director, Planning & Development through the Head of the Department before 04.12.2021. The Head of the Department shall certify in the application that the financial assistance received earlier (for the year 2020-21) by the organising secretary has been regularised. The proposals of those organising secretaries who are yet to regularise the provisional advance sanctioned to them will not be considered. The **prescribed proforma and the detailed Guidelines for the conduct of** Hybrid Programmes- Seminars/ Conferences/ Symposiums/ Workshop **is uploaded at <https://www.keralauniversity.ac.in/application-forms> (Annexure I).**

2. The details of the P. D. account along with the Bank details and IFS code shall be provided in the application to facilitate electronic transfer of funds that shall be claimed either as provisional advance or as final payment.

3. The details of financial assistance sought from all sources other than the University shall be furnished in the proposal.

4. The detailed item wise estimate of the expenses of the program shall be furnished in the proposal.

5. The printing of an abstract book (for Seminars/Conferences with financial assistance upto ₹ 50,000/-) or compendium of extended abstract/ proceedings (for Seminars/ Conferences with financial assistance above ₹ 50,000/-) is mandatory. Printing of proceedings/ abstracts can be done with standard publishers who can provide ISBN Number.

6. The ceiling on financial assistance and other terms and conditions shall be as follows

	Hybrid Events @	Maximum Financial Assistance for a day is
1	State Level	₹ 30,000/-
2	National Level	₹ 50,000/-
3	International Level	₹ 75,000/-

7. The maximum financial assistance shall be limited to **five days only**. A minimum of three International Resource Persons should participate in the programme.

8. Prior sanction of the Vice-Chancellor shall be obtained for change in the title of the programme, change in duration, air fare, taxi fare and from the Registrar for rescheduling the date of conduct.

9. As per Article 99 of Kerala Financial Code Volume I, it is the responsibility of the official availing the advance **to regularise the same within a period of 90 days from date of receipt of the payment**. Hence, the advance drawn **shall be regularised**, by the **person who receives the financial assistance**, soon after the conduct of the programme within the financial year itself by submitting the detailed statement of expenditure, related bills and vouchers with all due certificates, brief report of the programme conducted and other necessary documents.

10. The financial assistance released for the program shall remain as personal liability of the the person who receives the financial assistance until the proper regularization/settlement of accounts as per rules.

11. The details including the proceeding/publication of book of the program shall be published in the official website of the University/Department/Centre (both soft and hard copies of the proceeding be submitted along with the bills and vouchers).

12. The conduct of the programme and utilisation of the allotted financial assistance shall be well planned, organised and executed, since non utilisation of allotted funds results in denial of financial assistance to other deserving departments.

13. Please refer to the detailed Guidelines uploaded/emailed for further details.

Thiruvananthapuram
22.11.2021

Sd/-
The Director
(P&D)

To,

The P. R. O. (for publishing in the University of Kerala website)

Email to:

All Heads of Departments/Centres ,Department's /Centre's email
(Other than UITs, UIMs, B.Ed. & Engg. Colleges)

