

## **Annexure I A**

### **Guidelines for the Conduct of Webinars by the teaching Departments of the University of Kerala**

The Covid-19 pandemic has changed our lives by modifying the way we manage our businesses, education, health sectors etc. Social distancing rules and travel restrictions have forced us to re-evaluate the situation and this has led to a surge in the use of webinars and video-conferencing to manage the new normal. The University of Kerala, in its endeavor to encourage and promote research on important issues seeking to provide the platform and much needed network by inviting proposals from the faculties of the various Departments to organize Statelevel/National/International Webinars and also provide financial assistance from the State Plan Funds for the conduct and publication in the form of e-publications/proceedings with ISSN/Books with ISBN etc. Webinars are time and cost efficient methods that permit active participation of all concerned. The overall objective is to promote webinars that facilitate exchange of views among faculty, resource persons, research scholars and contribute to and enhance the quality of existing research. These guidelines are the general recommendations to be followed by the faculty and they elucidate the eligibility conditions, procedures for submission of proposals and general conditions for assistance and regularisation of sanctioned funds.

#### **1. General Guidelines**

##### **a. Objectives**

To provide financial assistance, from State Plan Funds, to the faculties of the various Departments for organising webinars on themes of contemporary relevance in different disciplines of Science, Applied Sciences & Technology, Arts, Commerce, Education, Law, Management Studies, Oriental Studies, Social Sciences and interdisciplinary areas with local/regional / national or international participation and perspective and publication of books with ISBN/proceedings with ISSN/ Monograph.

##### **b. Nature and Scope of the Proposal**

The theme of the Webinar proposal shall be within the purview of Science, Applied Sciences & Technology, Arts, Commerce, Education, Law, Management Studies, Oriental Studies, Social Sciences and interdisciplinary areas. The proposals on relevant themes shall be focused, coherent and realistic in their coverage and scope.

A brief statement of the objectives of the programme highlighting its importance in the state/national/ international context shall be included in the application. It must include (a) the Background (b) the Objectives (c) the research questions being addressed in the programme (d) Main Themes (e) the sub-themes (f) discussion themes (g) possible contribution of the Webinar outcome to the existing body of research/ policy relevance. The proposal shall also include the details of the expected participants, expected income and expenditure, expected outcome in terms of publication, scope for book publication etc.

As a whole the proposals shall be well-conceived on themes of significant concerns, inviting broad, interdisciplinary and national/ regional level participation and debate. Post Graduate Students, Research Scholars and faculty members are the beneficiaries of such activities.

## **2. Eligibility Criteria**

The permanent faculty members of the Departments who have regularised the provisional advance availed earlier can apply for permission to conduct webinars and request for financial assistance from State Plan Funds. The webinars shall strive to accommodate participation from students, academics, researchers interested in this area. Interested participants can be a part of this venture by contributing abstract/research papers related to the webinar.

## **3. Scope of the Activity**

Conduct of Webinars & Publication of Proceedings ( in the form of webinar proceedings with ISSN/Monograph/Books -ISBN)

## **4. Geographical Coverage**

Statelevel – National – International

## **5. Financial Assistance**

Financial Assistance from State Plan Funds shall be sanctioned for items under the following heads

1.	Honorarium for the Resource Persons
2.	Subscription of Platforms like Zoom (for conferences having larger participation, free platforms like Google Meet may not be comfortable)
3.	Publication in the form of e-publication/proceedings with ISSN/Monograph/Books (with ISBN)
4.	Video Recording under KU Padashala

5.	Secretarial Assistance
6.	Miscellaneous

The sanctioned amount shall be spent in accordance with the broad headings specified in the resolutions of the Syndicate.

Publication in the form of e-publications/proceedings with ISSN/Monograph / Books with ISBN Number is mandatory. Printing of books/proceedings/abstracts can be done with standard publishers who can provide ISBN /ISSN Number.

A faculty member can co-ordinate only one Webinar with State Plan Funds during one financial year.

Expenditure shall be limited within the financial assistance sanctioned.

As this is an online programme refreshment charges shall not be allowed.

Expenditure towards photo, video, light and sound etc shall be minimized to its lowest rates. Adherence to Green protocol shall be ensured.

Registration fee may be collected from the participants at reasonable rate/rates affordable to each academic community and due receipts shall be provided.

Prior sanction shall be obtained from the University for collection of registration fee, sponsorship and other sources of income. The details of such amount shall be included in the proposal and statement of expenditure.

#### **6. Number of Resource Persons/Participants Expected Region Wise:**

Number of Resource Persons expected to attend				
Statelevel		National	International	Total
Within the district	Outside district			
Number of Participants expected to attend				
Statelevel		National	International	Total
Within the district	Outside district			

6.1. Details of Resource Persons invited and their areas of specialization are to be specified separately

6.2. Number of papers expected for presentation/publication from the following may be provided

(i) From outstation participants:

(ii) From Local participants:

(iii) From the Faculty/Research Scholars of the Department:

## **7. Resource Persons, Numbers, Honorarium.**

7.1. Number of Resource Persons and Participants for International/ National/ Statelevel programmes are:

International at least one Resource person must be from outside India and as far as possible internationally renowned scholars from outside state shall be included.

At least 10% of participants shall be from outside the state.  
Participants may be charged registration fees.

National 2 to 3 Resource persons shall be from outside the state and at least 10% of participants shall be from outside the State. Participants may be charged registration fees.

Statelevel at least 10 % of Resource persons shall be from outside the state and at least 20% of participants shall be from outside the district and 80% of participants shall be from outside the University.

## **7.2. Honorarium**

The honorarium to be provided for recommended resource persons for webinars is as follows:

a.) Honorarium to Resource Persons in a National Webinar maybe limited to Rs. 5,000/- per day for a session ranging from 1 hour to 3 hours as no TA/DA is paid to the invited Resource Persons. Maximum number of sessions permitted per day is one only per person.

b.) Honorarium to Resource Persons in an International Webinar may be limited to Rs. 10,000/- per day for a session ranging from 1 hour to 3 hours as no TA/DA is paid to the invited Resource Persons. Maximum number of sessions permitted per day is one only per person.

## **8. How to Apply**

8.1. All proposals for the academic year shall be submitted **on or before the due date** to enable proper verification, scrutiny and approval of the programme . The guidelines regarding

the date for Submission of Abstracts/ Full Papers and the application format shall be made available on the University website.

8.2. The permanent faculty of the Departments who wish to avail financial assistance from the State Plan Funds scheme shall submit their proposal in the prescribed proforma to the Director, Planning and Development. The proposals shall be submitted in the prescribed format, complete with all the requisite details and shall be forwarded by the Head of the Department concerned. The Head shall place the same before the Department Council for information and discussion and the copy of the Minutes of the same shall be forwarded along with the application. The forwarding letter from the Head of the Department shall be on the letter head (with seal). The letter shall include the following details:

- Name of the Organising Secretary;
- Title of the event;
- Date and Venue along with
- Copy of the Minutes of the Department Council meeting
- Abstract

Only completed proposals in all respects shall be processed.

8.3. The proposals shall consist of the following:

1. The duly filled in Application Form for organizing webinars
2. The Forwarding Letter from the Head of the Department (in the format mentioned above)
5. A detailed note (500-1000 words) with the Main Themes, Sub-themes along with the research questions being addressed in the programme and the possible contribution of the programme outcome to the existing body of science, arts, social science research, as Annexure I.
4. The tentative session-wise programme details, mentioning the topic of each session and its presenters/ speakers as Annexure II.
5. The list of local / state/ national/ international paper presenters and keynote speakers, Panel Chair with their respective designations and affiliations as Annexure III.
6. Confirmation letters from both national and international speakers shall be attached.

8.4. **One copy of the proposal completed** with all the requisite annexures **shall be forwarded** to the Director, Planning & Development **on or before the due date prescribed** to enable proper evaluation and processing by the Committee for Scrutiny.

8.5. A faculty member in the capacity as an Organising Secretary/ Coordinator can submit one proposal only.

8.6. The Application shall specify the type of activity, topic, proposed dates, venue, statement of expected expenditure, details of the Resource persons, expected number of participants, Bank account details etc. The expenditure statement shall be realistic.

8.7. The Head of the Department shall make sure that the resource persons/experts invited are of outstanding scholarship in the relevant field. Proposals for the conduct of International programmes shall include the minimum number of ensured speakers/ participants.

8.9. Prior permission from the Vice-Chancellor/Registrar is required in case the date (s) and/or venue and/or duration of the activity (activities) is (are) rescheduled/changed.

8.10. No change in the status of proposal from International to national or vice versa would be permitted under any circumstances.

### **9. Procedure for Selection of Proposals (2020-21 and 2021-22 onwards)**

9.1. All the proposals that are complete as per the prescribed format, shall be evaluated by the Scrutiny Committee nominated by the Syndicate. Approvals/ rejections of proposals/abstracts shall be as per the recommendations of the Committee.

The following clauses (9.2 to 9.5) shall be effective from 2021-22 onwards:

9.2. The meetings of the Scrutiny Committee will be held two times in the months of June, September and December in the financial year. Accordingly, one copy of the proposal including soft copy, complete with all the requisite annexures must be sent to the Director, Planning & Development well in advance, preferably three months before the scheduled dates of the webinar to enable its proper evaluation and processing.

9.3. The Scrutiny Committee will consider the proposals along with the abstracts and give recommendations. The final decision will be solely taken by the **Syndicate**, keeping in view the recommendations made by the Scrutiny Committee and the availability of funds. After the approval of the resolution of the Syndicate by the Vice-Chancellor of the proposal, a letter with the Minutes of the meeting of the Syndicate will be emailed to the HoD intimating the sanction of the financial support.

9.4. The abstract shall not exceed 250 words and shall be accompanied by a cover page containing details of author - name, designation, email id, Mobile number and title of paper. The abstract shall be reviewed by the Scrutiny Committee and the authors of the approved abstracts shall be intimated. The decision of the expert committee is final and binding.

9.5. The requirements for submission of Full Paper are

- All research papers shall be original, unpublished and plagiarism free.
- Selected quality research papers shall be published in the form of a book with ISBN Number.
- The research paper shall be thematic and identification of sub-themes is highly appreciated.
- It shall have proper research questions and shall also reflect the findings. The research papers shall not exceed 2500/5000 words.
- It shall be typed in Times New Roman Font Size 12 on A4 size paper with 1" margin on all sides with 1.5 line spacing using MS Word application.

9.6. Registration Fee for Participants

Whether there is registration fee/ no registration fee shall be specified along with the details of the registration fees amount for the Webinar, if charged. Registration shall be limited on a first-come basis.

9.7. Certificates

E-certificates shall be given to the registered participants on successfully attending the webinar.

## **10. Monitoring/Release of Funds**

10.1. Financial assistance sanctioned for specific items shall be availed either as provisional advance or as Final Payment.

Provisional Advance - The advance amount shall be settled within three months from the date of the conduct of the programme. The balance amount, if any, shall be refunded to the University account within 15 days. All the bills and vouchers in original shall be kept and forwarded along with statement of account for regularization.

Final Payment – The sanctioned financial assistance shall be claimed as Final Payment within three months after the conduct of the programme. All the bills and vouchers in original shall be kept and forwarded along with statement of expenditure and copy of the abstract/proceedings for claiming final payment.

10.2 The HoD shall inform about any financial assistance applied for/ received from other agencies.

10.3. The approved funds shall be released either as provisional payment or as final payment.

10.4. The person empowered to receive the financial assistance shall be liable to refund the entire grant amount immediately in case the event did not take place within the stipulated period

10.5. Claims (Final Payment) shall be submitted within 3 months after the successful completion of the event. Any claim received beyond this period will not be considered for payment.

10.6. Registration fee, Advertisement fee etc. if any, collected shall be strictly accounted for, in accordance with the provisions of Kerala Financial Code.

10.7. The HoD/ Regular Teachers/ Hon. Director drawing the advance shall be personally liable for settlement of accounts.

## **11. Post Webinar Requirements**

11.1. The submission of reports/abstract/proceedings/ book for publication along with the statement of expenditure and bills and vouchers within 30 days of conducting the webinar is mandatory. Non - submission of the same shall entail audit enquiry and possible penal interest.

11.2. The documents to be submitted to the Office of the Director, Planning and Development after the conduct of the event for regularisation of the provisional advance/ final payment are

- Statement of Expenditure (duly signed and stamped by the HoD and the Organising Secretary) along with bills and vouchers. The vouchers must be serially arranged and numbered.
- Paid and Passed for Payment Certificate may be furnished in all bills.
- Cash received seal, Original receipts.
- Bills and Vouchers shall be legible and clear.
- Name of the customer/Purchaser may be furnished in cash receipts.
- For amount above Rs. 5000/- stamped receipt.
- The Chalan/ Remittance/ refund particulars towards unspent balance/ disallowed amount to be attached with Credit Verification Report from Audit Wing, Karyavattom/ Cash (R), Senate House Campus.
- Store purchase rules shall be observed for all purchases by the co-ordinator/Convener. Necessary Stock Register shall be maintained for all the items purchased for a programme. [Purchase of Stores upto a value of Rs. 15,000/- (Rupees Fifteen Thousand only) on each occasion may be made without inviting quotations/ bids by the competent authority].
- Quotations for the purchase of items above Rs. 15,000/- must be attached.



- Sanction of the Registrar is required for rescheduling the programme.
- Sanction of the Vice-Chancellor is required for changing the topic/ duration of the programme.
- A detailed report on the event along with 2 copies of publication(s)/proceedings/abstracts with ISBN, copy of the attendance sheet(s) of the list of participants (National & International), Specimen copy of the Certificate, Brochure, Invitation etc., shall be forwarded along with the bills and vouchers. As part of conduct of the Webinar, the Organising Secretary shall ensure publication of proceedings containing either full text or extended abstracts of the talks/presentations. Two copies of the same shall be submitted to the Director, Planning & Development along with the bills and vouchers.
- Duly verified Bank details of the P. D. account of the person empowered to receive the financial assistance along with the filled in Data sheet (Name as per bank account, Name of Bank, Branch and Address, Account No and IFSC code).

11.3. Digital Signature may be admitted in the case of honorarium for the experts/ resource persons.

11.4. In case the event is cancelled, the provisional advance availed shall be refunded immediately to the KUF Fund.

## **12. Format for preparing the Proceedings for the programmes**

1. Theme of the Webinar
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 webinar)
5. Follow up actions the Department/Centre proposes to undertake

## **13. Obligation of the Head of the Department**

13.1. The HoD shall place the various proposals before the Department Council for information and discussion and the copy of the Minutes of the same shall be forwarded along with the application.

13.2. The HoD shall ensure that the Organising Secretary of the Webinar submits a detailed report to the Department Council held after the conduct of the same.

13.3. The Organising Secretary/HoD, shall submit the details of the total expenditure incurred

along with the original supporting bills, vouchers and the remittance slip in original, of the refund of the unspent amount, disallowed amount if any, along with the Credit verification report within one month of the conduct of the Webinar.

13.4. The HoD shall ensure that the Organising Secretary of the Webinar submits the Statement of Expenditure in the proper format with serially numbered receipts and vouchers.

Applications, complete in all respects, shall be addressed to:

The Director

Planning & Development

University of Kerala

Senate House Campus, Thiruvananthapuram – 695 034

Email: [dpd@keralauniversity.ac.in](mailto:dpd@keralauniversity.ac.in)

## **Guidelines for the Conduct of Hybrid Programmes - Seminars / Symposiums/ Conferences/ Workshops/ Training Programmes by the Teaching Departments/ Centres of the University of Kerala**

Every year the University of Kerala, in its endeavor to encourage and promote research on important issues of relevance in terms of Research, Development and Policy, invites proposals from the permanent faculties of the various Departments and Centres to organize State/ National/ International Seminars/ Conferences/ Workshops/ Symposiums/ Training Programmes and provides financial assistance from the State Plan Funds for their conduct. The overall objective is to promote seminars/conferences/workshops etc., that facilitate exchange of views among faculty, resource persons, research scholars and contribute to and enhance the quality of existing research.

The Covid-19 pandemic and the resultant Social distancing rules and travel restrictions modified the way Research and conduct of Seminars, Workshops etc., were organised and led to a surge in the use of Webinars and video-conferencing to manage the situation. In the light of the improvements in the public health situation due to the mass vaccination drives the return of in-person events along with virtual audiences is the new normal. In spite of increase in vaccinated population, the reality remains that many may not feel comfortable attending large in-person events. This coupled with limited travel budgets and shifting local, state, and national and international travel restrictions are likely to continue to dampen in-person attendance.

In such a scenario, holding Hybrid programmes is the logical panacea for the University. Hybrid events combine the best of both offline (in-person) and online experiences - the reach of virtual with the engagement of in-person - allowing for maximum flexibility, accommodation and accessibility amongst all stakeholders. The Hybrid Programmes can take many forms - Seminars, Conferences, Workshops etc. These guidelines are the general recommendations to be followed by the faculty and they elucidate the eligibility conditions, procedures for submission of proposals and general conditions for assistance and regularisation of sanctioned funds.

### **1. General Guidelines**

#### **a. Objectives**

##### **i). Quality Mandate**

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. This would have a primary association with meeting quality parameters for excellence in higher education as prescribed under NAAC, NIRF and other rating, Accreditation Agencies. The objectives of the programme need to cover the following;

- Publications and creation of Intellectual property as an outcome from the programme.
- Possibility of MOUs, collaborations and linkages with professional bodies, industry and local bodies.
- Implementation of Best Practices in research
- Extending research and academic outcomes to the society

ii). To impart skills, promote understanding, interaction and capacity building among students, researchers, provide a forum for discussion and exchange views and opinions among faculties / researchers/ students in the selected subject and related areas from the state, national and international perspective; provide opportunities to researchers and academicians to exchange;

iii). To address and debate on research questions on relevant policy issues and generate academic research output on important social problems;

iv). To provide opportunities for the attendees (Research scholars and students especially) to make valuable contacts that can help them move to the next level in their careers or endeavors.

v). To provide financial assistance to the permanent faculties of the various Departments and Centres for organizing Hybrid programmes - Seminars/ Conferences/ Workshops/ Training Programmes on themes of contemporary relevance in different disciplines of Science, Applied Sciences & Technology, Arts, Commerce, Education, Law, Management Studies, Oriental Studies, Social Sciences & interdisciplinary areas with local/ regional/ national/ international participation and perspective.

## **b. Nature and Scope of the Proposal**

The theme of the State/National/International programmes (Seminars/ Conferences/ Workshops etc.,) must be within the purview of Science, Applied Sciences & Technology, Arts, Commerce, Education, Law, Management Studies, Oriental Studies, Social Sciences and/or interdisciplinary areas. The proposals on the relevant themes shall be focused, coherent and realistic in their coverage and scope.

A brief statement of the objectives of the programme highlighting its importance in the state/national/ international context is to be included in the application. It must include (a) Background (b) highlight the Objectives (c) the research questions being addressed in the programme (d) Main Themes (e) the sub-themes (f) discussion themes (g) possible contribution to the Quality Mandate as stated under General Guidelines. The proposal shall also include the details of the expected participants, expected outcome and the estimates of the expenditure.

As a whole the proposals shall be well-conceived on themes of significant concerns, inviting broad, interdisciplinary and national/ regional level participation and debate. Post Graduate Students, Research Scholars and faculty members are the beneficiaries of such academic activities.

## 2. Eligibility Criteria

The permanent teaching faculty of the Departments/ Centres who have regularised the provisional advance availed earlier can apply for permission to conduct various programmes (seminars, conferences, workshops etc.) and request for financial assistance from State Plan Funds. **A Department/ Centre may forward a total of three applications with one application for hosting an international programme. One faculty member may apply for only one event. Financial assistance from State Plan Funds shall not be given for more than three activities to a Department in a financial year.**

## 3. Scope of the Activity

Conduct of Seminars – Symposium – Conferences – Workshops - Training Programmes

## 4. Geographical Coverage

State / National/ International Level

## 5. Financial Assistance

**5.1.** Financial Assistance from State Plan Funds will be allotted for items under the following heads

1	TA/DA for Resource Person as per rules and Accommodation for Resource Person as per Government rules. For Resource Persons from outside the academic stream, the Co-ordinator/HoD/Organising Secretary can decide the TA/DA
2.	Pre-conference printing (Announcement, abstracts etc.)
3.	Publication in the form of e-publication/proceedings with ISSN/Monograph/Books (with ISBN)
4.	Subscription of Platforms like Zoom (for conferences having larger participation, free platforms like Google Meet may not be comfortable)
5.	Video Recording under KU Padashala
6.	Stationery & Registration kit
7.	Secretarial Assistance
8.	Food and Refreshments (Minimise the expenditure for food & refreshment below 20% of the

	total amount actually spent for the conduct of the programme) (Tea & snacks and Working Lunch with standard quality)
9.	Miscellaneous (specify)

The sanctioned amount shall be spent in accordance with the broad headings specified in the request for financial assistance from the University and the resolutions of the Syndicate.

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.

Registration fee may be collected from the participants at reasonable rate/rates affordable to each academic community and due receipts shall be provided.

Prior sanction shall be obtained from the University for sponsorship and other sources of income. The details of such amount shall be included in the proposal and statement of expenditure.

5.2. 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/-

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

5.4. The Organizing Secretary shall inform about any financial assistance applied for/ received from other agencies in the application form.

5.5. The person empowered to receive the financial assistance shall be liable to refund the provisional advance (if credited to PD account) immediately, in case the event was cancelled,

5.6. Claims (Final Payment) shall be submitted within 3 months after the successful completion of the event. Any claim received beyond this period will not be considered for payment.

5.7. Registration fee, Advertisement fee etc, if any, collected shall be strictly accounted for, in accordance with the provisions of Kerala Financial Code. This amount is to be treated as additional amount, ie., in addition to the amount sanctioned by the University for the conduct of the Hybrid programmes

5.8. The HoD/ Regular Faculty/ Hon. Director drawing the advance shall be personally liable for settlement of accounts.

#### 6. NUMBER OF RESOURCE PERSONS/PARTICIPANTS EXPECTED REGION WISE:

Number of Resource Persons expected to attend				
Statelevel		National	International	Total
Within the district	Outside district			
Number of Participants expected to attend				
Statelevel		National	International	Total
Within the district	Outside district			

6.1. Details of Resource Persons invited and their areas of specialization are to be specified separately

6/2. Number of papers expected for presentation/publication from the following may be provided

- (i) From outstation participants :
- (ii) From Local participants :
- (iii) From the Faculty/Research Scholars of the Department :

#### 7. Resource Persons, Participants: Numbers, Honorarium, Travelling Allowance (TA)

7.1. **Number** of Resource Persons and Participants for International/ National/ Statelevel programmes are:

**International:** at least three Resource Person must be from outside India and as far as possible internationally renowned scholars from outside state shall be included.

At least 10% of participants shall be from outside the state. Participants may be charged registration fees.

**National:** 10 % of Resource Persons shall be from outside the state and 10% of the participants shall be from outside the State. Participants may be charged registration fees.

**Statelevel:** at least 10 % of the Resource Persons shall be from outside the state and at least 25% of the participants shall be from outside the district and 20% of the participants shall be from outside the University.

7.2. **Honorarium** for Resource Persons

The honorarium to be provided for recommended resource persons for various seminars/ symposiums/ training programs/ workshops/ conferences (not belonging to the organizing institution) is as follows:

a.) Honorarium to Resource Persons is limited to ₹ 3000/ day per session. Maximum number of sessions per person permitted is two.

b.) Honorarium for the Resource Persons (International) not availing TA/DA may be fixed at ₹ 10,000/person.

c.) Honorarium for the Resource Persons (International) availing TA/DA may be fixed at ₹ 5,000/person

### **7.3. Travelling Allowance**

a.) Second class AC Train fare shall be provided as TA for Resource Persons for National/ Regional level programmes. or

b.) Flight charges within/ outside India and limited to Economy- class may be given for Resource persons on special sanction by the Vice Chancellor. Early and advance booking of Air tickets in the shortest route should be ensured so that the expenditure on TA may be minimized.

c.) Prior sanction from the Vice-Chancellor is necessary for claiming taxi charges.

### **7.4. Accommodation for Resource Persons**

Accommodation may be provided as per Government rules.

## **8. How to Apply**

8.1. All proposals for the academic year shall be submitted before June 30<sup>th</sup> of the year to enable proper verification, scrutiny and approval of the programme for the next academic year. The guidelines and application format are available on the University website.

8.2. The proposals shall be submitted in the prescribed format, complete with all the requisite details and shall be forwarded by the Head of the Department concerned by the Organising Secretary. The Head shall place the same before the Department Council for information and discussion. The forwarding letter from the Head of the Department shall be on the letter head (with seal). The letter shall include the following details:

Name of the Organising Secretary;

Title of the event;

Date and Venue

Only complete proposals in all respects shall be processed.

8.3. The proposals shall include the following:

1. The duly filled in Application Form for organizing various programmes

2. The Forwarding Letter from the Head of the Department/ Director with the



details mentioned above along with Copy of the Minutes of the Department Council Meeting.

3. A detailed note (500-1000 words) with the Main Themes, Sub-themes along with the research questions being addressed in the programme and the possible contribution of the programme outcome to the existing body of science, arts, social science research, as Annexure A.
4. The tentative session-wise programme details, mentioning the topic of each session and its presenters/ speakers as Annexure B.
5. The list of local /state/ national/ international paper presenters and keynote speakers, Chair persons with their respective designations and affiliations as Annexure C.
6. Confirmation letters from both national and international speakers shall be attached.
- 8.4. One copy of the proposal complete with all the requisite annexures must be sent by post to the Director, Planning & Development well in advance, preferably before the last day specified for submitting the proposals to enable its proper evaluation and processing by the Committee for Scrutiny and the Syndicate and related office procedures.
- 8.5. The Application shall specify the type of activity, topic, proposed dates, venue, estimates of expected expenditure, details of the Resource persons, expected number of participants, Bank account details etc. The expenditure statement shall be realistic and the actual expenses shall not exceed the requested amount.
- 8.6. The Department Council shall make sure that the resource persons/experts invited are of outstanding scholarship in the relevant field. Proposals for the conduct of International programmes shall include the minimum number of ensured speakers/ participants.
- 8.7. The Organising Secretaries are encouraged to apply for maximum sponsorship from outside agencies. Conflict of interest with the University should be avoided and adequate details of the sponsors should be included in the application.
- 8.8. The theme of the programme shall not be a repeated one, at least within the preceding three years.
- 8.9. Prior permission from the Vice-Chancellor is required for availing airfare, taxi fare and in case venue and/or duration of the activity (activities) is (are) changed. Prior permission from the Registrar is mandatory for rescheduling the programme.

## **9. Procedure for Selection of Proposals**

- 9.1. All the proposals that are complete as per the prescribed format, shall be evaluated by a Scrutiny Committee nominated by the Syndicate. The Committee will consider the

proposals and decide the quantum of assistance. Approvals/ rejections of proposals shall be as per the recommendations of the Committee.

9.2. The Scrutiny Committee shall consider the proposals and give recommendations. The final decision shall be taken by the **Syndicate**, keeping in view the recommendations made by the Scrutiny Committee and the availability of funds. After the approval of the resolution of the Syndicate by the Vice-Chancellor of the proposal, a letter with the Minutes of the meeting of the Syndicate will be emailed to the HoD/Organising Secretary intimating the sanction of the financial support.

## **10. Release of Funds**

10.1. Financial assistance can be availed either as Provisional Advance or as Final Payment.

**Provisional Advance** - The advance amount shall be claimed after the University Order for the Provisional Payment is issued. A Pre-receipt for releasing the provisional advance sanctioned, addressed to the Finance Officer with a Revenue Stamp affixed, stating the U. O. No. and date and a certificate that the payment has not been claimed before, shall be submitted to the Planning B section for forwarding the same to the Ad. FII Section for further processing. It is the responsibility of the Official availing the advance to regularise the same within a period of ninety days from the date of receipt of the payment and **hence the pre-receipt maybe submitted considering the ninety day regularisation period.**

**Final Payment** – The sanctioned financial assistance shall be claimed as Final Payment within three months after the conduct of the programme. All the bills and vouchers in original shall be kept and forwarded along with statement of expenditure and copy of the abstract/proceedings for claiming final payment.

A Pre-receipt for releasing the Final Payment sanctioned, addressed to the Finance Officer with a Revenue Stamp affixed, stating the U. O. No. and date and a certificate that the payment has not been claimed before, shall be submitted to the Planning B section for forwarding the same to the Ad. FII Section for further processing.

## **11. Post Seminar/Conference/Workshop Requirements**

11.1. The submission of reports/abstract/proceedings/books with ISBN along with the statement of expenditure and bills and vouchers shall be within **ninety days from the date of receipt of the payment for regularisation**. Non - submission of the same within the time frame shall entail audit enquiry and possible penal interest. The actual expenses shall be within the total funds approved by the University in this regard.

11.2. Documents to be submitted to the Office of the Director, Planning and Development after the conduct of the event for regularisation of the provisional advance/ final payment are:

1. Statement of Expenditure (duly signed and stamped by the HoD and the Organising Secretary) along with bills and vouchers. The vouchers must be serially arranged and numbered.
2. Paid and Passed for Payment Certificate shall be furnished in all bills including T. A. bills.
3. Counter signature of the drawing officer on all the bills including T. A. bills.
4. Cash received seal and Original receipts.
5. The Bills and Vouchers, which shall be legible and clear.
6. Name of the customer/Purchaser shall be furnished in cash receipts.
7. For amount above Rs. 5000/- stamped receipt.
8. The Chalan/ Remittance/ refund particulars towards unspent balance/ disallowed amount to be attached with Credit Verification Report from Audit Wing, Karyavattom/ Cash (R), Palayam.
9. Digital Signature may be admitted in the case of honorarium for the experts/ resource persons.
10. Store purchase rules shall be observed for all purchases by the co-ordinator/Convener. Necessary Stock Register is to be maintained for all the items purchased for a programme. [Purchase of Stores upto a value of Rs. 15,000/- (Rupees Fifteen Thousand only) on each occasion may be made without inviting quotations/ bids by the competent authority].
11. Quotations for the purchase of items above Rs. 15,000/- must be attached.
12. The sanction of the Registrar is required for rescheduling the programme.
13. The sanction of the Vice-Chancellor is required for changing the duration/title/venue of the programme.
14. A detailed report on the event along with 2 copies of publication(s)/proceedings/abstracts with the copy of the attendance sheet(s) of the list of participants (National & International), Specimen copy of the Certificate, Brochure, Invitation etc. As part of conduct of the Seminar/ Conference, the Organising Secretary shall ensure publication of proceedings containing either full text or extended abstracts of the talks/presentations. Two copies of the same shall be submitted to the Director, Planning and Development along with the bills and vouchers. Funding for the publication of seminar proceedings may be requested separately in the anticipated expenditure estimates provided in the application form.

15. Duly verified Bank details of the P. D. account of the person empowered to receive the financial assistance along with the completed Data sheet (Name as per bank account, Name of Bank, Branch and Address, Account No and IFSC code).
- 11.3. In case the event is cancelled, the provisional advance availed shall be refunded immediately to the KUF Fund and the original pay in slip along with the Credit Verification Report of the same shall be forwarded to the Director, Planning and Development for further action.

## **12. Format for preparing the Proceedings for the programmes**

1. Theme of the Seminar/ Workshop/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 programme)
5. Follow up actions the Department/Centre proposes to undertake

## **13. Obligation of the Organising Secretary/ Head of the Department/ Honorary Director of the Centers**

- 13.1. The HoD/ Honorary Director shall ensure that the Organising Secretary of the programme submits a detailed report to the Department Council held after the conduct of the Seminar/ Conference/ Workshop/ Symposium.
- 13.2. The Organising Secretary/ HoD/ Honorary Director shall submit to the Director, Planning and Development (in the format appended) the details of the total expenditure incurred on the Seminar/ Conference/ Workshop/ Symposium along with the original supporting bills, vouchers and the remittance slip in original of the refund of the unspent amount, if any, along with the Credit Verification Report and 2 copies of the proceedings/ books within ninety days from the date of receipt of the payment.
- 13.3. The HoD/ Honorary Director shall ensure that the Organising Secretary of the event submits the Statement of Expenditure in the proper format with serially numbered receipts and vouchers.
- 13.4. In case the event is cancelled, the HoD/ Honorary Director shall ensure that the provisional advance availed is refunded immediately to the KUF Fund and the original pay in slip along with the Credit Verification Report of the same is forwarded to the Director, Planning and Development for further action. If Provisional Advance was not availed, a letter stating that the programme was not conducted neither the provisional advance availed shall be forwarded to

the Director, Planning and Development to ensure the matter is recorded in the Provisional Payment Register maintained in the Section and and by Audit VI Section.

Applications, complete in all respects, shall be addressed to:

The Director

Planning & Development

University of Kerala

Senate House Campus, Thiruvananthapuram – 695 034

Email: [dpd@keralauniversity.ac.in](mailto:dpd@keralauniversity.ac.in)

Format for the Submitting the Programme Report with Forwarding letter from the Head/Director along with the Bills and Vouchers for Regularisation/ Final Payment.

1. Title of the Programme:

2. Category: (Seminar/Symposium/Workshop/TP/Conference/etc.)

3. Date/s and Duration:

4. Venue:

5. Dignitary/s present at inaugural function:

(i) Name

(ii) Designation

(iii) Name of Department

(iv) Contact details

6. Invited speaker / Expert:

(i)Name

(ii) Designation

(iii) Name of Institute

(iv) Contact details

(v) Topic of programme

(vi) Lecture / presentation notes

7. Total no. of participants (provide full list with name and Institution)

8. Program summary (200 words).

Technical brochure / leaflet, copy of Certificate....

9. Statement of Income and Expenditure

10. Copy of vouchers duly signed by the coordinator/HOD

11. Two copies of Publication

12. Press Release / Media Report, if any

Signature of the Head/Director with seal; Signature of Programme Coordinator with seal