

GUJARAT TECHNOLOGICAL UNIVERSITY

CHECKLIST FOR FINANCIAL PROPOSAL SUBMISSION

Important Instructions:

- Sign with college stamp on all submitted documents is mandatory.
- Kindly submit all documents in hard bound file with separator / sticky note/ flap on documents in sequence with proper numbering to Inward section of GTU.
- One institute may submit only one proposal for financial assistance.
- Maximum financial assistance may be given up to 50% of approved budget or the applicable maximum limit (whichever is lower) subject to receiving of original bills. Remaining fund has to be managed by the institute.
- Final amount of financial assistance will be calculated by University on actual expenses within the limit of approved budget. Tax will be deducted as per Government norms.
- Forwarding the proposal for conducting any event at institute indicates that you have gone through the guidelines and all terms and conditions are acceptable to you.
- University will not ask for missing documents / documents not as per prescribed format from institute. Such applications shall be rejected automatically and no query will be entertained in this matter.
- Institutes shall get the confirmation (Accept/Reject) email from University within 15 days of last date of receiving the applications.

List of Documents:

- APPLICATION FORM
- SUPPORTING DOCUMENTS OF ANNEXURE 'A' - ELIGIBILITY CRITERIA
 1. Affiliation Letter
 2. List of faculty members to specify student- faculty ratio
 3. Result Analysis
 4. Major contribution in the development of GTU.
 5. List of Research Papers published / presented by faculty members.
 6. Details of sponsored research projects being undertaken by institute.
 7. Whether Convener/ HoD/ Director is member of any GTU appointed Committee.
 8. List of similar kind of events organized in last five years.
 9. Grant received from any other organization in last five years.
 10. Collaboration with Foreign Universities
- SUMMARY OF PARAMETERS AS PER ANNEXURE A
- CV OF EXPERTS
- MINUTE TO MINUTE PROGRAM SCHEDULE
- SOFT COPY OF BUDGET (**WORD FILE**)
- SOFT COPY OF BROCHURE (AS PER GUIDELINES IN WORD FILE)
- SOFT COPY OF CERTIFICATE (AS PER GUIDELINES IN WORD FILE)

Email Id to send soft copy of required documents – conference@gtu.edu.in

CHECKLIST FOR BILLS SUBMISSION

Important Instructions:

- Sign with college stamp on all submitted documents is mandatory.
- Kindly submit all documents in hard bound file with separator / sticky note/ flap on documents in sequence with proper numbering to Inward section of GTU.
- In case of any query related to submitted bills, institute representative shall have to come personally to GTU to clarify the doubts raised by higher authorities.

List of Documents:

- **Feedback form, (Annexure-II)**, duly completed and signed by the Convener/ Head of Institution (Principal of College)
- **Utilization Certificate of the total expenditure (Annexure-III)**, incurred which must be signed by the Convener/ Head of Institution (Principal of College)
- **Report of Event:** Detailed report of event along with photographs and learning outcome approved by convener should be submitted to GTU in **Word and PDF** format within one month of completion of event.
- **Attendance sheet:** Attendance sheet of participants having signature for all days is to be submitted to GTU for verification
- **Submission of Bills:** Original bills should be submitted to GTU within one month of completion of event. The first page of bill submission should contain **detailed summary of expenses as per approved budget.**
- **Soft copy** of detailed summary of expenses (**WORD FILE**)
- **Registration Fees:** Details of Registration Fees (if any) received by institute.
- **TDS Form:** It is mandatory to submit TDS details in the given format.

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