



**GUIDELINES FOR ORGANISING CONFERENCE /
SEMINAR/ WORKSHOP/ FDP/ STTP BY AFFILIATED
COLLEGES IN COLLABORATION WITH GUJARAT
TECHNOLOGICAL UNIVERSITY**



**CONFERENCE SECTION
GUJARAT TECHNOLOGICAL UNIVERSITY**

WEBSITE: WWW.GTU.AC.IN



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GUIDELINES FOR ORGANISING CONFERENCE / SEMINAR/ WORKSHOP/ FDP/ STTP BY AFFILIATED COLLEGES IN COLLABORATION WITH GUJARAT TECHNOLOGICAL UNIVERSITY

1. INTRODUCTION

Gujarat Technological University (GTU) is committed to improve standards of education in disciplines such as Engineering, Pharmacy, Management and Computer Applications. The University under dynamic and visionary leadership of Dr. Navin Sheth , Hon'ble Vice Chancellor has been involved in organizing conferences and seminars at State, National and International levels involving top notch professionals from India and abroad . The University recognizes the fact that all major activities need to be undertaken involving all affiliated colleges. It further facilitates enhancement of quality in all parameters of education and also stimulates the academic environment assuring the quality education. Since quality assurance is a continuous process, the University has taken many initiatives to promote creative thinking and quality education. Keeping this noble objective in mind, the University has thought it fit to announce these guidelines for organizing conference / seminar / FDP/ STTP/ workshop by affiliated colleges in collaboration with the University. The University desires that all colleges take maximum advantage of the financial assistance of the University in organizing conferences / seminars / FDPs/ STTP/ workshops.

2. OBJECTIVE

The basic objective of providing financial assistance to affiliated colleges is to bring together academicians and experts from different parts of the country and abroad to interchange information and innovative ideas. Priority areas for support will be on quality enhancement measures in terms of improving basic skills of faculty members to match the technology up-gradation, promotion of digital India / Make in India / Smart Cities development/ Start up projects, awareness and promotion of best practices and enhancing the involvement of students in studies, or any other innovative area of research to set high standards in higher education.



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3. NATURE OF ASSISTANCE AVAILABLE

The nature of assistance available to colleges will be under the following categories:

3.1 NATIONAL AND INTERNATIONAL CONFERENCES:

Conference: Activities organized in collaboration with recognized academic associations/academic bodies, academic/professional institutions, associations of business/industry, voluntary organizations, NGOs and registered societies/trusts may be encouraged. In case of collaboration, a letter from collaborating organization may be furnished with the application.

- There should be ‘**Call for Papers**’ and ‘**Delegate Participation**’. Brochure of Conference shall be uploaded on GTU website.
- GTU shall provide financial assistance only for one event (Conference / FDP/ STTP/ Workshop/ Seminar) to an institute in one financial year with rotation policy, if approved and found suitable. Term ‘Rotation Policy means, financial assistance for one event to an institute in alternate year i.e. if given for 2017-18, next will be in 2019-20.
- Travelling allowances for outstation speakers/ delegates may be limited as per GTU norms.
- **The participation of foreign delegates is a must in case of International Conference.**
- All received papers must be peer reviewed by academicians having more than 15 years of research and teaching experience.
- Selected papers must be published in conference proceeding having ISBN.
- The institution is expected to bear part of the expenses including the institutional services.
- The work of the staff of the College, the infrastructure of the College, the costs of electricity, the use of the equipment / printer of the College etc. will be made available for the program by the College free of cost.

3.2 FDP / STTP / SEMINAR / WORKSHOP

- The financial support from GTU would be available to conduct a Seminar / FDP/ STTP / Workshop for one day, 2 days, one week and two weeks.



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- The work of the staff of the College, the infrastructure of the College, the costs of electricity, the use of the equipment / printer of the College etc. will be made available for the program by the College free of cost.

4. REGISTRATION FEES:

- Colleges may charge registration fees from participants. Fees received from the participants will be utilized by institutes to conduct event. **There is no need to transfer registration fees to GTU.**

5. BROCHURE:

- Institute has to share brochure content and design (in Word and PDF file) with Conference department of GTU so that Conference department could suggest required changes. It will be uploaded on GTU website well in advance once it is approved.
- Brochure of event should contain logo of GTU on left hand side (Top of the Page) and logo of the institute on Right hand side with “Name of the Event” organized by GTU in collaboration with “Name of Institute”.
- Registration form (with Google Docs link) should be attached in the brochure as the event will be open for participation of all GTU students/faculties/ guests etc.

6. CEILING (MAXIMUM LIMIT) OF FINANCIAL ASSISTANCE BY GTU:

(A) Conference

Category of Conference	1 day	2 days	3 days
National	Rs. 75,000	Rs. 1,00,000	Rs. 1,25,000
International	Rs. 1,25,000	Rs. 1,50,000	Rs. 1,75,000

(B) Training Programs

Category of Event	1 day	2 days	One Week	Two weeks
FDP/STTP/Seminar/ Workshop	Rs. 10,000	Rs. 18,000	Rs. 45,000	Rs. 90,000



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6.1 The grant may be used for the following items:

- Bouquet
- Food & Beverages
- Accommodation
- Registration Kits
- Conference Proceeding / Abstract Book
- Banner / Standee
- Certificates
- Memento / Honorarium for Resource Person (*Not belonging to the Organizing Institution*)
- Travelling Allowance for Resource Person (*Not belonging to the Organizing Institution*) –
As per GTU Norms

7. PROCEDURE OF APPLYING FOR THE SCHEME:

The Colleges which wish to avail of financial assistance under this scheme should submit their proposal in the prescribed Proforma (Annexure-1) to the GTU Office located at Chandkheda. Funds once sanctioned for organizing a particular activity cannot be utilized for any other Programme. However, GTU invites application throughout the year to conduct events. Applications received during **1st April to 30th September** shall be scrutinized by GTU to find suitability and proposed event may be conducted on any dates during **October to March, if approved by GTU**. Similarly applications received during **1st October to 31st March** shall be scrutinized by GTU to find suitability and proposed event may be conducted on any dates during **April to September, if approved by GTU**. It is not mandatory for the University to accept all proposals.

Duration to send proposal	1st April to 30th September	1st October to 31st March
Duration to conduct event	October to March	April to September



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8. PROCEDURE FOR APPROVAL:

Conference department of GTU will review the received proposals. The final decision will be taken by Hon'ble Vice Chancellor, GTU keeping in view the recommendations made by the concerned department and the availability of funds. Prior permission of GTU is required in case the date(s) and/or venue for the activity (activities) is (are) changed.

9. PROCEDURE FOR RELEASE OF GRANTS:

Once the proposal is approved by higher authorities, the confirmation mail for organizing the event will be sent to the College by Conference department of the University.

The reimbursement of the actual expenses will be released on the receipt of -

- **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)
- **Conference proceedings (In case of Conference):** Two copies (along with soft copy).
- **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.

10. OTHER TERMS & CONDITIONS:

- Send the proposal in required format to avoid delay in financial approval.
- GTU reserves the right to accept/reject the proposal. You cannot claim for any kind of reimbursement from GTU only by submitting the proposal.
- GTU will not bear any expenses other than approved in budget.



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- Proposal without supporting documents shall be rejected and no request will be entertained in this matter.
- It is not mandatory for the University to accept all proposals.

11. FORMAT OF CERTIFICATE (for reference):

Certificate can be made as per attached format. Below mentioned certificate is for illustration purpose only.

	Gujarat Technological University Ahmedabad	
Certificate of Participation		
This is to certify that		
Mr./Ms. _____		
of _____		
has actively participated in Short Term Training Program on “Working with Android” organized by Gujarat Technological University in collaboration with Information Technology Department, L. D. College of Engineering, Ahmedabad from 8th June, 2015 to 12th June, 2015.		
Dr. G. P. Vadodaria Principal L. D. College of Engineering		Prof. J.C. Lilani I/C Registrar Gujarat Technological University

12. CONTACT DETAILS:

12. CONTACT DETAILS

Please contact on the given email Id and phone no. for any query related to conference department.

Email Id: conference@gtu.edu.in

Contact Number: 079-23267543

Mobile Number: 9099060336



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Annexure – I

APPLICATION FORM

(To get Financial Assistance for the Events)

Name of the College/Institution: _____

Type of Institutions: Government / Grant-in-Aid / Self-financing

Year of Establishment: _____

Date of affiliation with GTU (dd/mm/yyyy): _____

Please tick (√) the Appropriate Item

1. Activity

Workshop	
Seminar	
Short Term Training Program STTP	
Faculty Development Program (FDP)	
Conference	

2. Geographical Coverage

State Level	
National Level	
International Level	

3. Name of the Event



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4. Duration of the Event

1 day	2 days	3 days	One Week	Two weeks
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5. Proposed Dates of the Event _____

6. Venue _____

7. Name and Address of the Organizing Institution

Name of the Head of the Institution

Institute Code _____

Name of the Institute

Address

Email- Id _____

PIN:

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Website _____

Phone No. (O) STD Code _____ No. _____

Fax No. STD Code _____ No. _____



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18. Information about Knowledge Partners / Academic Partners

19. Other relevant information related to event

Signature of Convener

Signature of Principal with College Seal

Conference Department, GTU

Chief Account Officer, GTU

Internal Auditor, GTU

Registrar, GTU

Hon'ble Vice Chancellor, GTU



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Annexure – II FEEDBACK FORM

- 1) GTU Inward No.:
- 2) Name of the Convener:
- 3) Name of the College with Code:
- 4) Name of the Collaborating Organization:
- 5) Title of the Activity:
- 6) Date(s): from _____ to _____
- 7) Venue:
- 8) Total numbers of participants proposed and actually attended:
Proposed:; Attended:
- 9) Total no. of papers presented (Only for Conference):
- 10) Total amount sanctioned: Rs. _____.
- 11) Total expenditure incurred in conducting the Activity:

12) Grant received from various agencies other than the GTU for this Activity

S. No.	Name of Agency from which Grant is Received	Amount
1		
2		
3		
TOTAL		

13) Details of internal revenue, if any, generated by the Institution/ Department on account of this Activity:

14) Briefly mention about the technological/ academic or any other benefit generated by conducting this Activity with respect to a) the institution b) the faculty, c) students, d) industry/ society:

.....

Name and signature of Convener

Place:

Date:

.....

Name & Signature of Head of College (with seal)



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Annexure-III

FORMAT FOR STATEMENT OF EXPENDITURE & UTILIZATION CERTIFICATE

- GTU Inward No.:
- Title of the Conference/Workshop/Seminar:
- Name of the Convener/Organizing Secretary:
- Number of Participants:
- Duration of the Activity (with dates):

Particulars	Cost per unit	No. of Units	Actual Expenditure	Remarks
Total			Total Actual Expenditure	

Total Approved / Sanctioned Budget = _____

Actual Expenditure done by Institute = _____

Amount to be paid to Institute = _____

It is certified that the amount of Rs..... (Rupees.....)out of the total grant of Rs.....(Rupees.....) sanctioned toby Gujarat Technological University dated.....has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the University.

If as a result of check or audit objection some irregularities are noticed at a later stage, action will be taken for refund, adjustment or regularization.

.....

Name and signature of Convener

.....

Name & Signature of Head of College (with seal)



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ANNEXURE 'A': ELIGIBILITY CRITERIA

1. Institute must be affiliated with GTU since 5 years at the time of application.
2. Institute must fulfil the required criteria of student faculty ratio as per AICTE norms.

Approved Student Intake	Actual enrolled students (Current Batch)	No. of Assistant Professors	No. of Associate Professors	No. of Professors

List of Faculty Members (of the department which is applying for financial assistance) –

S. No.	Name of Faculty	Designation	Endorsement No

3. Institute has to submit result analysis of pass out students (of the department which is applying for financial assistance) in terms of passing percentage (should be more than 60%).
4. Institute has to specify major contribution in the development of GTU.
5. Research initiatives (Papers published / presented in reputed Journal / Conference) taken by faculty members (of the department which is applying for financial assistance) along with teaching activities.
6. Details of sponsored research projects being undertaken by institute.
7. Whether Convener/ HoD/ Director is member of any Committee appointed by GTU.
8. List of similar kind of events organized in last five years.
9. Grant / Financial Assistance received from any other organization in last five years.
10. Collaboration with Foreign Universities

(Please attach all supporting documents with the proposal)



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SUMMARY OF PARAMETERS AS PER ANNEXURE A

S. No.	Required Criteria	As per criteria (Yes/ No)
1	Affiliation of institute with GTU since 5 years at the time of application	
2	Student faculty ratio as per AICTE norms	
3	Result analysis of pass out students (Passing % > 60)	
4	Major contribution in the development of GTU	
5	Research initiatives taken by faculty members	
6	Details of sponsored research projects being undertaken by institute	
7	Convener /HoD /Director is the member of GTU 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	