



Himachal Pradesh Technical University

(A State Government University)

Camp Office: Gandhi Chowk, Hamirpur (H.P.) – 177001

Phone: (01972) 224153, Fax: (01972) 224150

E-mail ID: registrarhimtu@gmail.com, website: www.himtu.ac.in

GENERAL GUIDELINES FOR AVAILING PARTIAL FINANCIAL ASSISTANCE FOR ORGANIZING CONFERENCE AT NATIONAL/INTERNATIONAL LEVEL

SCHEME

Under the Scheme of “Partial Financial Assistance for Organizing Conference (National / International) (PFAOC)”, the university is providing the partial financial assistance for organizing Conference at National / Inter-National level, in the field of Engineering and Technology, Applied Sciences, Architecture, Town Planning, Management, Pharmacy, Applied Arts & Craft and such other areas. The scheme is intends to promote Research and Development in Technical Education by a way of providing forum for interaction of academicians and working professionals and opportunity for sharing of innovations and inventions. Preference shall be given to topics of interdisciplinary nature, emerging and thrust areas in Technical Education. Any Institution affiliated to Himachal Pradesh Technical University is entitled for this grant. The grant is limited maximum to ₹1,00,000 to a institute, which can be utilized for more than one conferences.

TERMS & CONDITIONS

1. Only HPTU affiliated Colleges/Institutions are entitled for the grant under the Scheme of PFAOC.
2. The proposal indicating the objective of the conference, highlighting its importance in National context should reach the office of Dean (Academics) at HPTU at least three months in advance. Proposals received under this scheme (PFAOC) shall be evaluated by duly constituted Expert Committee.
3. The assistance is in the form of token grant to meet partially, the expenses incurred in organizing the Conference.
4. The maximum amount of grant, which may be given to any HPTU affiliated college is as follows:

Type of Event	Maximum Amount of Grant (₹)
(a) 1 Day Workshop / Seminar	30,000/-
(b) 2 Day National Conference	50,000/-
(c) 2 Day International Conference	75,000/-

5. In case of Collaborating with Professional Societies, the funds shall not be diverted to the professional societies. All the expenditures are to be made by the Grantee Institution only (affiliated to HPTU).
6. The sanction once made to organize a specific conference, in any case, cannot be utilized for any other purpose or to organize other Conference/Seminar/Symposium.
7. Prior permission of HPTU is required, in case date(s) for the Conference is/are changed.

8. Applications will only be accepted in the prescribed application format for Partial Financial Assistance for Organizing Conference at National / International Level, provided in this brochure.
9. The application has to be submitted duly counter-signed by Director / Principal of the Institution. Incomplete applications shall not be entertained.
10. The information must be sent to HPTU, if the event is cancelled, after sanction of grant.
11. Application format (duly typed), complete in all respect, with all the requisite documents should be sent to **“The Dean (Academics), Himachal Pradesh Technical University, Gandhi Chowk, Hamirpur, District-Hamirpur,(HP)-177001”**. The Envelope should be super-scribed with **“Application for Partial Financial Assistance for Organizing Conference (National / International) (PFAOC)”**
12. The application formats should be properly bound to avoid any loose paper – HPTU shall not be responsible for loss of any documents.
13. Main Banners, Certificates and Proceedings of the event, should include the Logo and the Name of HPTU, if grant is sanctioned to the Institute.
14. The amount sanctioned under this scheme shall be reimbursed through crossed cheque/draft (in favour of Director / Principal of the Institute) on receipt of Statement of Expenditure / Utilization Certificate, on prescribed format for Reimbursement, alongwith requisite documents, duly signed by Director / Head of the Institute, with office seal.



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APPLICATION FORM FOR GETTING PARTIAL FINANCIAL ASSISTANCE FOR ORGANIZING CONFERENCE (NATIONAL/INTERNATIONAL)

A.	BRIEF ABOUT EVENT & COLLEGE DETAILS:	
1.	Event / Activity (Tick mark <input type="checkbox"/>)	<input type="checkbox"/> Seminar/ <input type="checkbox"/> Symposium/ <input type="checkbox"/> Workshop/ <input type="checkbox"/> Conference
2.	Broad Subject Area (Tick mark <input type="checkbox"/>)	<input type="checkbox"/> Engg. Sciences/ <input type="checkbox"/> Applied Sciences/ <input type="checkbox"/> Management/ <input type="checkbox"/> Life Sciences/ <input type="checkbox"/> Pharmaceutical Sciences
3.	Name of Conference	
4.	Date(s)	
5.	Venue	
6.	Name of the affiliated College	
7.	Address of the affiliated College	
8.	College E-mail ID	
9.	Contact No(s)	
10.	Website Address of affiliated College	
B.	CONTACT PERSON DETAILS:	
11.	Name of Contact Person (in CAPITAL Letters)	
12.	Designation	
13.	Role in Conference (Tick mark <input type="checkbox"/>)	<input type="checkbox"/> Patron <input type="checkbox"/> Convener <input type="checkbox"/> Co-Convener <input type="checkbox"/> Organizing Secretary.
14.	E-Mail ID	
15.	Mobile No. / Contact No(s).	
C.	EVENT RELATED DETAILS:	
16.	Whether the Same Event was organized earlier? (Tick mark <input type="checkbox"/>)	<input type="checkbox"/> YES / <input type="checkbox"/> NO If Yes, either it is conducted <input type="checkbox"/> annually, <input type="checkbox"/> bi-annually, <input type="checkbox"/> not at regular intervals Attach Report like- Dates, Venue, Brief Details
17.	List of various Technical Sessions of this event to be attached?	Attached: <input type="checkbox"/> YES / <input type="checkbox"/> NO (Tick mark <input type="checkbox"/>)
18.	Number of delegates, expected to participate:	(a) National Delegates (b) Foreign Delegates (c) Research Students (d) Any Other
19.	No. of Principal Speakers, who will be delivering keynote Address.	(List of Names & Addresses, alongwith Technical Session details to be attached)

20	Total No. of Delegates Expected participate.				
21	No. of Delegates, to whom TA /DA will be paid.				
22	Will the proceedings of the event be published? If YES, No. of Copies to be printed: Will the proceedings be priced? If YES, Price of One Copy (₹):		<input type="checkbox"/> YES / <input type="checkbox"/> NO <input type="checkbox"/> YES / <input type="checkbox"/> NO		
D.	FINANCE RELATED DETAILS:				
23	Total Anticipated Expenditure Under Following Heads:				
Sr. No.	Particulars	Total Expenditure (₹)	Grant Requested from other Agencies (₹)	Contribution of The Organizing Institute (₹)	Amount Required from HPTU(₹)
(a)	TA / DA of Experts				
(b)	Pre Conference Printing				
(c)	Stationery				
(d)	Secretarial Assistance				
(e)	Publication of Proceedings				
	Grand Total (₹)				
24.	Details of Income from various Sources for the proposed event:				
Sr. No.	Source of Funds	Amount Requested / Expected (₹)	Grant Received / Committed (₹)	Items, for which grants have been requested	
I	From Funding Agencies				
(a)					
(b)					
(c)					
II	From Other Sources				
(a)	By Registration				
(b)	By Advertisement				
(c)	Contribution of Institute				
	Grand Total (₹)				
25.	Grant Received by the College, from HPTU under PFAOC, in the current financial year:				
Sr. No.	Name of Event	Type of Event (Seminar/ Symposium /Workshop/Conference)	Date(s) of Event	Grant Sanctioned (₹)	Grant Reimbursed (₹)
(a)					
(b)					
26.	Any Other point				

Note: Copies of Audited Utilization Certificates separately for each above grants received from HPTU, in the current financial year (as per Point 25) may please be enclosed. This request for this grant would be considered only, if audited Utilization Certificates of the previous ones has been sent as well as copies enclosed herewith also.

CERTIFICATE FROM THE APPLICANT / ORGANISING SECRETARY

This is to certify that

- a) The details given above are true to the best of my knowledge and belief. If any information is found incorrect at a later stage, the entire money will be paid back to the University.
- b) The money received will be used for the purpose, for which it is requested.
- c) In case financial assistance is received from the organization or any other agency, the amount granted by the HPTU will be paid back.
- d) I/we shall abide by the rules & regulations of HPTU.

Signature of Applicant /
Organizing Secretary

Name:
Address:

Place
Date:

CERTIFICATE FROM THE DIRECTOR / PRINCIPAL OF THE INSTITUTION

This is to certify that

1. The Institution/College is affiliated to HPTU.
2. Institution has no objection, if the above said Seminar/Symposium/Conference on _____ is organized in the Institute's premises from _____ to _____ date.
3. Space and other infrastructural facilities would be extended for organizing the aforesaid Seminar / Symposium /Conference
4. The funds shall be utilized for the purpose, for which, it will be sanctioned.

Signature of Head of Institution

Director / Principal (with office seal)

Place:.....

Date:

FOR OFFICE USE ONLY
COMMENTS OF RECOMMENDING COMMITTEE

1. Proposal Accepted

☐ YES / ☐ NO

Recommended for amount of ₹

Signatures of Recommending Committee:

1.....2.....3.

.....
(Name) (Name)

.....
(Name)

CHECK LIST

(I) ENCLOSURES REQUIRED PERTAINING TO THE EVENT (Please tick ☐ below accordingly)

- ☐ (a) Brief statement of objective of the Event, highlighting its importance in National context.
- ☐ (b) Brochures/Information Booklets/Copy of Announcement.
- ☐ (c) List of International/National/Local Organizing Committees.
- ☐ (d) Detail Technical Programme giving details of technical sessions and their Chairmen etc.
- ☐ (e) Report of the Same Event, if organized earlier.
- ☐ (f) Copies of Audited Utilization Certificates separately for each grants received from HPTU, in the current financial year.
- ☐ (g) The action plan for implementation of recommendation of the previous event should also be discussed.
- ☐ (h) Copies of clearance letters thus obtained from Nodal (Administrative), External and Home Affairs Ministries in respect of the foreign participants / delegates likely to attend the event.

II. INSTRUCTIONS

1. The application has to be submitted duly counter-signed by Head of the Institution OR President/Secretary. INCOMPLETE, AND THE APPLICATION NOT SIGNED BY THE HEAD OF INSTITUTION WILL NOT BE ENTERTAINED.

2. Please send the Application format (duly typed), complete in all respect, with all the requisite documents, to “**The Dean (Academics), Himachal Pradesh Technical University, Hamirpur-District-Hamirpur(HP)-177001**”, preferably through registered / speed post or may also be submitted personally.

3. The application formats should be properly bound to avoid any lose paper – HPTU shall not be responsible for loss of any documents.



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PROFORMA FOR RE-IMBURSEMENT AGAINST ALREADY SANCTIONED PARTIAL FINANCIAL ASSISTANCE FOR ORGANIZING CONFERENCE (NATIONAL/INTERNATIONAL)

A	BRIEF ABOUT EVENT & COLLEGE DETAILS:	
1	Event / Activity (Tick mark <input type="checkbox"/>)	<input type="checkbox"/> Seminar/ <input type="checkbox"/> Symposium/ <input type="checkbox"/> Workshop/ <input type="checkbox"/> Conference
2	Broad Subject Area (Tick mark <input type="checkbox"/>)	<input type="checkbox"/> Engg. Sciences/ <input type="checkbox"/> Applied Sciences / <input type="checkbox"/> Management / <input type="checkbox"/> Life Sciences / <input type="checkbox"/> Pharmaceutical Sciences
3	Name of Conference	
4	Date(s)	
5	Venue	
6	Name of the affiliated College	
7	Address of the affiliated College	
8	College E-mail ID	
9	Contact No(s)	
10	Website Address of affiliated College	
B	CONTACT PERSON DETAILS:	
11	Name of Contact Person (in CAPITAL Letters)	
12	Designation	
13	Role in Conference (Tick mark <input type="checkbox"/>)	Patron <input type="checkbox"/> Convener <input type="checkbox"/> Co-Convener <input type="checkbox"/> Organizing Secretary.
14	Address for Correspondence	
15	E-Mail ID	
16	Mobile No. / Contact No(s).	

C.	DETAILS OF TOTAL EXPENDITURE INCURRED ON THE EVENT:					
Sr. No	Particulars	Total Expenditure Proposed (₹)	Total Expenditure Made (₹)	Grant Received from other Agencies(₹)	Contribution of the Organizing Institute (₹)	Amount to be Reimbursed by HPTU (₹)
(a)	TA/DA of Experts					
(b)	Pre Conference Printing					
(c)	Stationery					
(d)	Secretarial Assistance					
(e)	Publication of Proceedings					
	Grand Total (₹)					

(Copies of all payment Bills, for S. No. (a) to (e), duly attested by Head of Institution, to be enclosed)

D. GRANT SANCTIONED BY HPTU:.....

(Attested copy of Sanction Letter to be attached)

CERTIFICATE FROM THE APPLICANT/ORGANISING SECRETARY

This is to certify that

- The details given above are true to the best of my knowledge and belief. If any information is found incorrect at a later stage, the entire money will be paid back to the University.
- The money claimed is used for the purpose, for which it was sanctioned.
- In case financial assistance is received, later from the organization or any other agency, the amount reimbursed by HPTU will be paid back.
- The Audited Utilization Certificate will be furnished as per requirement.
- I/we shall abide by the rules & regulations of HPTU.

Signature of Applicant /
Organizing Secretary

Name:.....

Address:.....

Place:.....

Date:.....

CERTIFICATE FROM THE DIRECTOR / PRINCIPAL OF THE INSTITUTION

This is to certify that

1. The Institution/College is affiliated to HPTU.
2. The above said Seminar/Symposium/Conference on _ _ _ _ _ was organized in the Institute's premises from _ _ _ _ _ to _ _ _ _ _ date.
3. The amount of sanctioned grant is utilized for the purpose, for which, it was sanctioned.
4. The Audited Utilization Certificate will be furnished as per requirement.

Signature of Head of Institution
Director/Principal (with office seal)

Place:.....

Date:

☐ **Checklist of documents enclosed:** *(Tick mark ☐ in the box ☐, for every attached document)*

1. Attested copy of University Sanction Letter for availing the financial assistance under PFAOC.
2. Attested copies of all Payment Bills.
3. Documents regarding support from other agencies, if any.
4. Report on the conduct of the event, including other scientific and technical activities undertaken during this period.
5. Sample of certificate awarded to participants.
6. Three hard copies of conference proceedings, also in the form of CD, wherever possible.
7. Copies of Press Coverage of the Event (if any).