

SEMINAR/SYMPOSIUM/ WORKSHOP SCHEME

GUIDELINES AND APPLICATION FORMAT



Research and Development Group
M.P. Council of Science & Technology
Vigyan Bhawan, Nehru Nagar,
Bhopal – 462003

OBJECTIVES OF THE SEMINAR/SYMPOSIUM/WORKSHOP

SYMPOSIA: The objective of a Symposium will be an intensive discussion on one particular topic which is potentially significant by specialists working on that problem. The number of participants may be round thirty. Participant shall prepare papers embodying their analysis of the topic. Abstracts of the papers shall be circulated in advance to participants so that duplication could be avoided and a meaningful and fruitful discussion taken place when the full papers are presented. It may last for two or three days.

SEMINARS: Here the objective will be for the planners and researchers to acquaint themselves with the latest developments, the State of art, in a Particular Area. It will be forum for the exchange of ideas with experts and the professional so with a view to acquiring additional knowledge acquainting each other with new research work, new methods and techniques of investigation or production. It may not last for more than 4 or 5 days. Lectures by experts, presentation of papers on selected themes in the area chosen for the Seminar, demonstration of new techniques and their discussion may constitute the Principal activities of the Seminar. The host institution/ department must make necessary prior preparation, like selection of themes, circulating the papers/ abstracts to participants before the Seminar is held for the maximum advantage to be derived. The number of participants may be around thirty.

WORKSHOPS: These are intended to augment the Professional competence of instructors supervisors or workers. Those are specialized short – term institutional programmes on recent advances chiefly on methods and techniques. Experts would provide training to develop skill by the participants. About 20 to 30 participants may learn the skill through discussions demonstration and practice over a period of generally not exceeding 2 weeks. Institutions desiring to organize internal personnel resources largely. Some external experts may be associated with the programme to supplement the internal resources.

SHORT TERM COURSE/ SUMMER/WINTER/INSTITUTES :

Some organization may like to offer programme of courses involving lectures, laboratory work, field work or project work on some Highly specific topic in an area in which the institution/ department has established a leadership. Its own personnel should be available for personal consultation by the participants. About 20 participants may work together for about 5 to 10 days, planning projects, leading laboratory techniques and planning field work.

Techniques learned, field studies or project planned with the assistance of the institute may be carried out/ completed after the conclusion of the programme. Thus a continuing contact between the participants and the experts of resource persons will help in the dissemination of specialized knowledge and skills.

GUIDE LINES

For Preparing Proposal for Seminars/ Symposia/ Workshop

1. Adequate Preparation, well documented papers, bibliography and other literature should be prepared in advanced.
2. It should be ensured that the organizing institutions has the minimum needed internal academic resources available and the theme chosen are in its thrust areas in due consideration of regional needs.
3. That a minimum infrastructure for organizing Symposia/Seminars/Workshops is internally available.
4. The proposal for Seminars/Symposia/Workshop will be considered only when the proposed Programme has relevance to the development of Madhya Pradesh. The organizer is advised to ensure this before sending the proposal for consideration.
5. Proposal should be forwarded by the head of the institution and be routed through proper channel.
6. Proposal must be submitted in three copies in prescribed format and must be supported by relevant document as per enclosure list.
7. The proposal should be fully completed in all respect and be submitted to the Council ordinarily two months prior to the date of proposed event.
8. The incomplete proposal will be summarily rejected and no further correspondence will be entertained in this regard.
9. Advance intimation may be sent to the Council so that it is suitably represented.
10. The organizers need to mention/acknowledge the sponsoring agency (MP Council of Science and Technology, Bhopal) in all circulars, banners, invitations, Souviniers.
11. After conducting programme required documents should be submitted within three months from the event organized.
12. In case of any dispute, the decision of Director General of the Council shall be final and binding.

Enclosures List

1 Government Universities/Institutes/Colleges:-

- a. A cancelled cheque bearing the Account Name, Account No., Bank & Branch Name and IFSC code.

2 Private Institutes/Colleges:-

- a. A copy of recent approval from the competent authority like UGC/AICTE/ICAR/ICMR etc.
- b. A copy of recent affiliation with university
- c. A cancelled cheque bearing the Account Name, Account No., Bank & Branch Name and IFSC code.

3 Private Universities:-

- a. A copy of UGC approval
- b. A copy of M.P. Gazette notification
- c. A cancelled cheque bearing the Account Name, Account No., Bank & Branch Name and IFSC code.

4 Professional Bodies /Chapters:-

- a. A copy of Registration
- b. A copy of Rules and regulations (Bylaws)
- c. Authorization letter for the chapter in M.P. state.
- d. Annual report of last three years.
- e. Audited account of last three years (starting from preceding years)
- f. RTI declaration
- g. A cancelled cheque bearing the Account Name, Account No, Bank & Branch Name and IFSC code.

M.P. COUNCIL OF SCIENCE & TECHNOLOGY

Vigyan Bhawan, Science Hills, MANIT Campus, Nehru Nagar – 462003

Phone No. : 0755 - 2433203, 2433182, 2671800 Fax: 2671600 Website: www.mpcost.nic.in

**(Proforma for submission of application for Grant – in- Aid for organizing Seminar/
Symposia/ Workshops/ Trainings & Conferences)
(To be submitted in three typed copies)**

1. Name of Institution : _____
2. Department : _____
3. Name of the organizers : _____
Designation : _____
Full address : _____
: _____
Phones No. & Fax no. : _____
Mobile No. : _____
Email ID : _____
4. Nature of activity (Symposia, Seminar/
Workshop/ Trainings/ Conference : _____
5. (a) Proposed date (S) : From _____ To _____
(b) Duration : _____
6. Title of the activity : (In English and in Hindi)
(a) Hindi _____
(b) English _____
7. Objectives (in about 200 words)
(How the proposed activity is relevant to general society and likely to help in
development of Madhya Pradesh State) _____

8. Detailed back ground of the proposed Seminar/ Symposium/ Workshop etc.
(in about 500 words under following heads) :
 - i) Definition of the problem in the context of its relevance and priority for the region.
 - ii) Background information, Survey or document data on the problem.
 - iii) Pilot studies or efforts already initiated by the Institution on the problem.
 - iv) Internal resources available at the organization and those expected from outside.

- v) The areas / topics proposed to be covered at the Seminar / Symposium with a view to generate mission orient approach for tackling the problems.
- vi) Significance of the proposed activity in the development of scientific, technological acumen resulting into socio-economic alleviation of the region /Madhya Pradesh State.

Participants :

(Approx Number)

1. Outstation :
2. Local :
4. Resource Persons/ Special Invitees for guest lecture (Visiting Professor / Expert, not exceeding from 5 to 10 (Approx Number _____)(Please give details)

Sr. No.	Name and Designation	Address	Specialization.

Financial Implications:

(Permissible expenditure)

- I.
 - a. Participants TA (No. _____) (Rs.) Approx Rs. _____
 Outstation
 (Note : Incidental to be used by the Organizer)
 DA (No. _____) (Rs.) Approx Rs. _____
 - b. Resource persons/ Special Invitees TA (No. _____) (Rs.) Approx Rs. _____
 Incidental
 DA (No. _____) (Rs.) Approx Rs. _____
- II. Secretarial assistance:
 (Part-time/ Full time staff

 Required Duration (days)_____ Rs. _____
 Lab facilities Duration (days)_____ Rs. _____
- III. Contingencies :
 - a. Stationery, Postage:
 - b. Petrol/ Diesel for Transport (_____ lit. _____ Rs. _____)

- IV. Laboratory /Workshop
(Consumable material) specify : Rs. _____ Rs. _____
- V. Printing of abstracts : Rs. _____ Rs. _____
& report of Seminar/ Workshop etc.
- VI. Honorarium for Resource persons/ Special invitees for lectures)
(Please give titles and names) Rs. _____
- Total Rs. _____

FORWARDING NOTE

We have read the Terms & Conditions of the Grant - in - Aid for organizing the aforesaid Programme and agree to abide by them and we will submit the required documents within three months after the event is organized.

Signature :
(Organizer)
Designation :

SIGNATURE
(Head of the Hosting Institute)
(Seal)

Document required after organizing the Programme

1. Technical Report of Programme
2. Indicate in 200 words how the Programme has helped and beneficial for development of M.P. state
3. Audited Utilization Certificate as per proforma.
4. Statement of Expenditure (Head wise) as per proforma
5. Photographs (4-5)
6. Newspaper Clips/Press Note
7. One set of Printed material (Invitation Card, Broachers, Abstract, Proceedings, and Course Material etc.)
8. List of Participants
9. Feedback form duly filled by participants.

FORMAT FOR AUDITED UTILISATION CERTIFICATE

Certified that out of Rs. _____ of Grant-in-aid sanctioned during the year _____ vide Letter No. _____ Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to M.P. Council of Science and Technology (vide Cheque/Draft No. _____ dated _____)/will be adjusted towards the Grant-in-aid payable during the next year i.e., _____ as per the details attached.

Certified that the grant has been utilized as per laid down terms and conditions for which it was sanctioned.

Organizer
(Signature & Seal)

Finance Officer
(Signature & Seal)

Head of Institution
(Signature & Seal)

Date:

Chartered Accountant
(Signature & Seal)

Note: The Registrar and Finance Officer in the case of Universities, Principals/Dean in the case of Colleges and Executive Heads of other Institutions will sign the Utilization Certificate (UC & Audited Statement of Expenditure). The internal auditors may countersign the Provisional UC wherever the system of the internal audit exists. In case of the Self-Financing/Private Institutions, UC has to be signed by a Chartered Accountant.

Format for Audited Statement of Expenditure

1. F.No.
2. Date of sanction
3. Title of the Programme
4. Name and Address of Organizers
5. Name of the Organizing Institute
6. Amount sanctioned by MPCST
7. Amount released by MPCST
8. Details of expenditure

S/N	Item/Head	Amount Sanctioned	Amount Utilized	Balance
Total				

Organizer
(Signature & Seal)

Finance Officer
(Signature & Seal)

Head of Institution
(Signature & Seal)

Date:

Chartered Accountant
(Signature & Seal)

PROFORMA FOR EVALUATING MAPCOST SPONSORED PROGRAMMES

(To be filled in by participants)

Note: You may/ may not sign this paper to reveal your identify : but please be frank to help MAPCOST to improve such activities in future.

Title (of the Programmes) :

(A) (A) English :
(B) (B) Hindi :

Institution (where organized) :

Date (s):

Hours:

Were you sponsored/ deputed by your institution? Yes/No

Are you on duty leave? Yes/No

Were you permitted to come at your own request? Yes/No

Are you on special Causal leave?

Are you on duty leave? Yes/No

Were you permitted to come at your own request? Yes/No

Are you on special Causal leave? Yes/No

Were the objectives of the activity communicated to you in advance? Yes/No

Did you make any preparation for participation, if yes please specify? Yes/No

Were you informed sufficiently in advance? Yes/No

Which of the activities were most profitable to the participants? _____

Of these which were most rewarding to you personally?

Which activities were least valuable to the participants?

What other activities would have enhanced the value of the Seminar/ Workshop?

What else would you like to be included in such programmes in future?

Academic:

Organizational :

How satisfactory were the following arrangements:

Lodging :

Boarding :

Transport :

How far, in your opinion, the academic experience is likely to be useful to you and / or your institution and in what way (s)

Would you like participating in similar activities in future? Yes / No

In what way (s) in your opinion, can such activities to be made more valuable?

If you would care to make any other observation, please specify?

(SIGNATURE)
(only if you wish to reveal
Your identity)

Place:

Date: