

WORKSHOPS/SEMINARS/ CONFERENCE/AWARENESS PROGRAMMES

GUIDELINES AND FORM



Patent Research & Innovation Facility

M.P. Council of Science & Technology

Vigyan Bhawan, Nehru Nagar,

Bhopal - 462 003

GUIDE LINES

Preparing Proposal for Workshops/Seminars/Conference/Awareness Programmes

1. Adequate Preparation and well documented papers 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 M.P. state needs.
3. That a minimum infrastructure for organizing Workshops/Seminars/Conference /Awareness Programmes is internally available.
4. The proposal for Workshops/Seminars/Conference/Awareness Programmes 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 five 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 three 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 of organising Workshops/Seminars/Conference/Awareness Programmes date may be sent to the Council so that it is suitably represented.
10. List of IPR experts/subject experts will be supplied by PIC, MPCST on the demand to the institute.
11. The organizers need to mention/acknowledge the sponsoring agency (MP Council of Science and Technology, Bhopal) in all circulars, banners, invitations, Souvenirs.
12. After conducting programme required documents should be submitted within three months from the event organized.
13. 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/Schools :-

- a. Covering letter issued by head of the institute
- b. A cancelled cheque bearing the Account Name, Account No., Bank & Branch Name and IFS code.

2 Private Academics Institutes/Colleges/Schools :-

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

4 Necessary Documents :-

- a. A copy of Registration
- b. A copy of Rules and regulations (Bylaws)
- c. Authorization letter
- d. Annual reports of last three years.
- e. Audited account of last three years (starting from preceding years)
- f. RTI declaration

M. P. COUNCIL OF SCIENCE & TECHNOLOGY

Vigyan Bhawan, Nehru Nagar, Bhopal (M.P.) – 462 003

Phone: 0755-2433120, 2671605 Fax : 0755- 2671600; Email : picmpcst97@gmail.com

(Proforma for submission of application for Grant-in-Aid for organising
Workshops/Seminars/Conference/Awareness Programmes)

(To be submitted in Five copies)

1. Name of Institution (School/College/University/Other) :

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2. Department/Section :

3. Name and designation of the Organiser with full Address :

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Phone No..... Fax

Mob..... Email Id

4. Nature of activity (Seminar/workshop/programme/conference) :

5. (a) Proposed date (s) :

(b) Duration: (C) Venue :

6. Title of the activity: (In English and in Hindi)

(a) Hindi : बौद्धिक संपदा अधिकार

(b) English : Intellectual Property Rights

(c) Any other specific topic on IPR

7. Objectives (minimum in 100 words)

(Mentioning how the proposed activity is relevant to organisation, participants, socio-economic aspects of general society and likely to help in development of Madhya Pradesh State)

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8. Detailed background of the proposed Seminar/ Symposium/ Workshop etc.

(minimum 200 words under following heads) :

i) Background information.

- ii) Internal resources available at the organization and those expected from outside.
- iii) The areas / topics proposed to be covered at the Seminar / Symposium with a view to generate mission orient approach for tackling the IPRs.
- iv) Significance of the proposed activity in the development of scientific, technological acumen resulting into socio-economic alleviation of the region /Madhya Pradesh State.
- v) Information related to traditional knowledge and IPR of the area/region (if any).

9. Participants: (Approx Number)

10. Financial Implications:

A.	TA/DA & Honorarium to Experts	: Rs.
B.	Tea, Snacks & Lunch	: Rs.
C.	Banners/Folders, Pen and other stationary material for registration and Certificate	: Rs.
D.	Local Travel & local hospitality for Experts	: Rs.
E.	Misc. expenditure including Photography, LCD projector, screen etc.	: Rs.
F.	Any other required expenditure/Contingency etc.	: Rs.

Total	: Rs.
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1. Utilization Certificate of the accounts incurred, event report, newspaper clippings, photographs etc. (in hard and soft copies) may be sent immediately through head of the institution after the completion of event.

FORWARDING NOTE

We have read the terms & Conditions of the Grant-in-Aid for organising the aforesaid programme and agree to abide by them.

SIGNATURE
(Head of the Hosting Institute)
(Seal)

Dated:

Signature:
(Organiser)

Designation :

Accounts details of Institute :

- 1. Account holder name :**
- 2. Account Type and Number :**
- 3. Bank Name :**
- 4. Branch Address :**
- 5. IFS Code :**
- 6. PAN Number :**
- 7. Cancelled Cheque enclosed (having details of institutional Account Number & IFS Code etc.) :**

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 (Hard and soft copy)
6. Newspaper Clipping
7. One set of complete registration kit
8. List of Participants with signatures and contact details (Mentioning number of General/Women/SC&ST)
9. Feedback form duly filled by participants (if any).
10. Any other information related to region.

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. Sanction letter 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.No.	Item/Head	Amount Sanctioned	Amount Utilized	Balance
Total				

Organizer/Coordinator
(Signature & Seal)

Finance Officer
(Signature & Seal)

Head of Institution
(Signature & Seal)

Date:

Chartered Accountant
(Signature & Seal)