

**GUIDELINES FOR FINANCIAL ASSISTANCE  
BY APSCHE TO SEMINARS / WORKSHOPS CONDUCTED  
BY STATE UNIVERSITIES AND AFFILIATED COLLEGES**

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**1.0 Introduction:**

Research is a tool for advancing knowledge and for enlarging the intellectual horizons of the scholarly community and society at large. It acts as a nourishment and exercise for the mind leading to improving the quality of teaching as well to the benefit of the students. The best universities in the world are those which encourage and invest on research and innovation.

Seminars and workshops provide an opportunity for research scholars, teachers and researchers to share their research findings; and increase their awareness of latest advances in Science and Technology, current thinking on global developments and the socio economic issues, and also pedagogy interlinked with skill development for the benefit of the classroom. Thus, seminars and workshops play an important role in contributing to the development of knowledge in a field or study, and should be an integral part of the academic activity in universities and colleges.

The A P State Council of Higher Education (APSCHE) is a nodal agency of the Government for promoting excellence in higher education. As part of its efforts to cultivate an energetic learning environment in the State universities and accredited affiliated colleges, recognizing the importance of seminars and workshops in the context, a scheme to extend financial assistance, for conducting national / international seminars and workshops in university departments and affiliated colleges has been initiated and implemented.

**2.0 Objective:**

The main objective of this scheme is to encourage the university departments and private affiliated colleges to organize national / international seminars and workshops in critical and emerging areas of learning and research in Arts, Humanities, Social Sciences, Sciences, and Engineering & Technology; and to stimulate academic discussions with particular focus on inter-disciplinary areas in teaching and research.

**3.0 Eligibility to Apply:**

3.1 All teaching departments in the state universities, and affiliated colleges in A P with 2(f) and 12(b) recognition from the UGC, and accredited by NAAC / NBA, are eligible for financial assistance under this scheme.

3.2 Any University department / affiliated college is eligible to apply for assistance once in 2 years only.

3.3 The Head of the department in the university / Principal of the college is the competent authority to apply for the assistance on behalf of the university / college.

3.4 A National Seminar / Workshop should be of at least 2 days duration, whereas an International Seminar / Workshop should be of 3 days duration for seeking financial assistance from the APSCHE. The participation of at least 2 foreign delegates in respect of International seminar is compulsory.

#### 4.0 Financial Assistance details:

4.1 The number of seminars / workshops for which financial assistance is available in each academic year is as follows:

Sl. No.	Faculty	Number permitted in a year		
		Workshops	Seminars	
			National	International
1	Languages/Humanities	1	1	1
2	Social Sciences	2	2	2
3	Life Sciences	2	2	2
4	Physical Sciences	2	2	2
5	Engineering	1	1	1
	Total	8	8	8

4.2 The APSCHE will be processing the proposals for the financial assistance once in six months. Accordingly, the numbers mentioned in the table above will be distributed.

4.3 The numbers mentioned in the above table are interchangeable within a Faculty, provided the proposals received / approved are less than the number indicated for each category of programs.

4.4 Financial assistance for Seminars and Workshops by the Council is as follows:

Sl. No.	Program	Maximum amount (Rs)	Duration (in days)
1	Workshop	50,000/-	2
2	National Seminar	50,000/-	2
3	International Seminar	1,00,000/-	3

#### 5.0 Procedure to apply:

5.1 The university department / affiliated college intending to conduct a seminar / workshop and to avail itself of financial assistance should send the proposal in the prescribed application form to the Secretary, AP State Council of Higher Education.

5.2 The application should reach the APSCHE at least 3 months in advance of the conduct of seminar / workshop as per the following schedule:

- (a) April to September for seminars / workshops to be conducted in December/ January / February.
- (b) November to March for seminars / workshops to be conducted in June / July / August

5.3 If two or more university departments participate in the conduct of a seminar / workshop in an interdisciplinary area, the proposal should be sent by the Head of the department to which the designated Convener belongs.

5.4 If two or more colleges in the neighborhood participate in the conduct of a seminar / workshop, the proposal should be sent by the Principal of that college which meets the eligibility criteria and the Convener should be from that College.

5.5 In case of university departments, the proposal should have the approval of the Departmental Committee; and routed through the Principal of the College and the Registrar of the university concerned.

5.6 In the case of the affiliated colleges, the proposal should have the approval of its Governing Body and routed through the Secretary-cum-Correspondent of the college concerned.

5.7 The proposals received after the last date and time prescribed; not sent in the prescribed format; and not routed through the proper channel will be rejected and no further communication will be entertained by APSCHE.

5.8 The proposals received for reimbursement of expenses after the conduct of the seminar / workshop shall be rejected summarily.

## **6.0 Procedure for Approval:**

6.1 An Expert Committee constituted by APSCHE shall evaluate the eligible proposals received for financial assistance. The Committee shall consist of three (3) university Professors (serving or retired) as members, and are chosen from the disciplines of Arts / Humanities / Social Sciences / Science / Engineering.

6.2 The proposals shall be evaluated based on their merits in terms of their relevance to the current trends in research, and the potential to contribute to new areas of knowledge, besides meeting all the criteria mentioned in these guidelines.

6.3 The Expert Committee may recommend an amount not exceeding the maximum prescribed.

6.4 The list of proposals recommended by the Expert Committee and approved by APSCHE, along with amount sanctioned, will be announced in April and October on the Council website. Sanctioning letters will be sent by email to the beneficiary Departments / Colleges.

6.5 It is not mandatory for the Expert Committee / APSCHE to select all the proposals for financial assistance.

6.6 The university department / college may conduct a seminar / workshop, if it so desire, at its own risk, before the approval of the financial assistance from the Council.

## **7.0 Procedure for release of financial assistance**

7.1 The Council will release the financial assistance in two phases to the approved proposals. The amounts will be sent by RTGS directly to the official account of the Convener of the seminar / workshop, under intimation to the Principal of the University College and Registrar of the University concerned. In no case, shall the amount be withdrawn / spent in full or in part for any purpose other than the seminar / workshop.

7.2 The Convener shall follow the approved guidelines of the University in the matter of expenditure incurred for Seminar / Workshop and in settling the advances.

7.3 In the first phase, 70% of the sanctioned amount will be released at least one month before the date of the seminar / workshop, provided that the university / management of the college has sanctioned a grant of at least Rs. 25,000/- for a national seminar/workshop, and Rs.50,000/- for an international seminar / workshop.

7.4 The remaining 30% of the financial assistance sanctioned will be released by the Council in the second phase; after the conduct of the seminar / workshop, and subject to receiving the following documents, by email and in hard copies, within two months from the last date of the seminar / workshop.

(i) The Audited Statement of 'Receipts and Expenditure' of the seminar / workshop signed by the Convener and the Principal of the College, and duly certified by the State Audit / Chartered Accountant.

(ii) The Utilization Certificate for the amount sanctioned by the Council; signed by the Convener of the seminar / workshop and the Principal of the College, duly certified by the State Audit / Chartered Accountant.

(iii) A comprehensive Report of the proceedings of the seminar / workshop with details of academic deliberations and summary of observations / recommendations, if any, in the prescribed format.

(iv) A brief and critical analysis of the feedback obtained from the participants in the prescribed format.

(v) A copy of the souvenir containing the abstracts of the presentations at the seminar / manual prepared at the workshop.

(vi) A print copy of the seminar / workshop brochure placed in the website of the University / College.

7.5 If the Convener fails to submit any of the documents mentioned above, the university department / college concerned will surrender the claim on the remaining 30% of the financial assistance sanctioned.

7.6 If a university department / college fail to claim the balance 30% of the financial assistance for whatever reason, no proposals for financial assistance to seminars / workshop will be accepted from it for the next 3 years. The Convener concerned, however, shall become ineligible to receive any grants from the APSCHC for the rest of his / her service.

## **8.0 Other information:**

8.1 The Convener of the Seminar / Workshop should be a permanent teacher of the University / College having at least one year service before superannuation. The Head of the Department / Principal shall ordinarily be the Convener.

8.2 Any default / proven financial irregularity on the part of the Convener shall invite disciplinary action by the Competent Authority of the University / College.

8.3 The seminar / workshop shall be conducted on the dates mentioned in the proposal. In case it cannot be organized for any unforeseen reason, the Convener should inform the revised dates to the Council through the proper channel stating the reasons for the postponement. The revised dates should however be within one month from the original dates proposed.

8.4 The name of the APSCHC should be displayed in all the banners as a co-sponsor of the seminar / workshop for which the Council has given financial assistance. The financial support should be acknowledged in the souvenir and seminar proceedings.

8.5 The sponsoring university / college shall make its infrastructure including its guest house / auditorium available for organizing the seminar / workshop free of cost.

8.6 Any proposals for seminars / workshops by Subject Associations / Annual Meetings and Conferences / retirement function seminars shall not be considered for financial assistance.

8.7 The financial assistance given by the Council should be used for the following academic activity concerning the seminar / workshop such as:

- (a) Pre-conference printing (announcements, abstracts, etc.)
- (b) Publication of Proceedings
- (c) Honorarium to Resource persons
- (d) T.A/D.A (within India) to Resource persons

**9.0 Formats to be filled:**

- 9.1 Application for Financial assistance
- 9.2 Participant feedback (after the completion of Seminar / Conference)
- 9.3 Convener's feedback (after the completion of Seminar / Conference)

APSCHE- Financial Assistance for Seminars / Conferences