



INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
NORTH-WESTERN REGIONAL CENTRE: P.U. CHANDIGARH

Phone 0172-2541027, 2534577

PROFESSOR SANJAY KAUSHIK
HONORARY DIRECTOR

No. Seminar Grant: SG/2023-24
Dated September 15, 2023

The Chairperson of the
University Department / Principal of the College.

Subject: Invitation for seminar/conference/workshop proposals during the financial year 2023-24.

Dear Sir/ Madam,

The ICSSR North-Western regional Centre provides financial assistance to organise seminars/conferences/workshops in the region. The Regional Centre has funds for sponsoring seminars / conferences/ workshops during the current financial year 2023-24. In case your Department / College plans to organise a seminar/conference/workshop **focusing on North-Western Region, as a whole or on an individual state (Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir and Union Territory of Chandigarh)**, the proposal may be sent to the ICSSR, NWRC, P.U. Chandigarh-160014. Keeping in view the significance and merit of the theme and fulfillment of the conditions, the proposal could be considered by the ICSSR NWRC for financial assistance (maximum upto Rs.1.50 lakh). Copy of proforma and conditions are enclosed.

You may send complete proposal giving its title, theme/sub themes, significance and its budget estimates. The budget estimates should clearly show the breakup of expenditure on travel, hospitality, stationery, secretarial assistance and contingency.

The proposal would be considered, only if there are no Un-adjusted grants already given by the ICSSR North-Western Regional Centre stand in the name of university department / college concerned. If the proposal is accepted by the Regional Centre, the total amount of the grant would be routed through the Registrar of the university (in case of university departments) and through the Principal, in case of colleges. **The grant is meant for current financial year and it will not be allowed to carry forward it in the next financial year. The department / college must draw 90% of amount sanctioned in advance, before the commencement of the seminar and must intimate the dates of the seminar in advance to enable the Regional Centre to depute its representative.**

The university departments / colleges can send separate proposal, if they want to organise a seminar /conference / workshop in collaboration with the ICSSR North-Western Regional Centre. The Regional Centre has separate funds to organise the seminar /conference / workshops under its Outreach Programme. The ICSSR NWRC share of expenditure will be spent directly by the Regional Centre after consulting the collaborative department / college.

The proposal may be sent to The Honorary Director, ICSSR, North-Western Regional Centre, A.C. Joshi Library Building, P.U. Chandigarh-160014, latest by October 16, 2023, stating on the envelope –Seminar Proposal.

With regards,

PROFESSOR SANJAY KAUSHIK
HONORARY DIRECTOR

Enclosures: (i) Proforma (ii) Copy of conditions.

ICSSR NORTH-WESTERN REGIONAL CENTRE: PANJAB UNIVERSITY, CHANDIGARH

Proforma for submitting proposal (s) for the seminars/Conferences/Workshops:

1	Name & Address of the Department / College:													
2	Telephone (with code) Mobile No. e-mail (in Capital letters):													
3	Title of the Seminar:	----- ----- ----- -----												
4	Discipline:													
5	Seminar proposal providing clear and precise idea of the thrust of the seminar:	Annexure:												
6	An outline of the sub-theme for the various sessions of the seminar:	Annexure:												
7	No. of days along-with proposed dates for seminars/conference/workshop:													
8	A tentative list of out-station experts to be invited from the North-Western Region:	Annexure:												
9	A tentative list of local experts (if any)	Annexure:												
10	Details of un-adjusted grants sanctioned earlier by the ICSSR N.W.R. Centre, Chandigarh:	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Year</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> </tbody> </table>	Sr. No.	Year	Amount	1.			2.			3.		
Sr. No.	Year	Amount												
1.														
2.														
3.														
11	Details of expenditure to be incurred. i) Travel expenses: ii) Hospitality: iii) Secretarial assistance: iv) Misc. contingent expenditure on postage, photocopying etc. v) Any other head. TOTAL EXPENDITURE:													
12	Other sources from where finances are / can be generated:													
13	Brief CV of the Convener (s) with complete address and mobile no.:	Annexure:												
14	Name and Address of the Officer responsible for submitting the accounts and seminar papers. Phone: (O) Mobile: Email:	_____ _____ _____ _____												

(Signature)
 Chairman / Head of the University Department /
 Principal of the College
 (Seal)

ICSSR NORTH-WESTERN REGIONAL CENTRE:P. U. CHANDIGARH

Conditions for organizing seminars/conferences/workshops

1. The seminar papers should be based on actual empirical research with clearly defined focus on the North-Western India as a whole or individual State of the Region i.e. Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir and the Union Territory of Chandigarh.
2. Only those outstation participants would be entitled for T.A., who presents a paper.
3. **The participants in the seminar should be drawn only from the North-Western Region. One or two participants can, however, be invited from outside North-Western Region.**
4. The grant for seminars will not cover expenses on printing or publication of papers. However, invitation cards for inaugural / valedictory function, can be got printed from the funds of the seminar grant. **The cards & banners should clearly show that seminar is sponsored by the ICSSR N. W. Regional Centre, Panjab University, Chandigarh.**
5. **The duration of seminar will be limited to a maximum of two days.**
6. **No honorarium is to be paid to any speaker, invitee / participants or organizers.** The supporting staff can, however, be paid token allowance if put on work beyond office hours in connection with the seminar as per University/ Institution rules / availability of funds.
7. **Gifts and Mementos are not allowed out of the grant sanctioned by the Regional Centre.**
8. TA/DA to various invitees to the seminar will be allowed as per the rules of the University/Institution concerned.
9. Contingent expenditure incidental to the holding of the seminar such as stationery, postage, typing, photocopying etc. can be charged to the seminar grant;
10. The grant-in-aid to the proposals which are accepted would be routed through the Registrar of the University in case of university departments and through the Head of the Institution in other cases.
11. **The proposal would be considered, only if there are no unadjusted grants stand in the name of the University Department/College.** The first instalment of grant (i.e., 90% of the total amount sanctioned) will be released only after receiving the final dates of the seminar, names of the participants along-with their complete addresses, the name of the participant delivering the key-note address / inaugural / valedictory address and the date-wise / session-wise schedule of the seminar. The dates of the seminar be intimated in advance to enable the Regional Centre to depute its representative.
12. **The grant is meant for current financial year and it will not be allowed to carry forward the grant in the next financial year, under any circumstances. The Department/College must draw 90% of amount sanctioned in advance, before commencement of the Seminar.** We allow budgeting on specific heads that are essential for the organization of the seminars/conferences/workshops and limit to these only.
13. The detailed accounts regarding expenditure incurred under various heads duly certified by the University / College auditors in Form 12-A, Certificate showing the utilization of the amount spent and the major findings / recommendations of the seminar along- with two sets of papers presented at the seminar may be submitted to the Director, ICSSR North-Western Regional Centre, Panjab University, Chandigarh, within one month of holding the seminar, failing which the second instalment of seminar grant would be withheld. One copy of findings / recommendation of the seminar is to be communicated separately to the concerned State, North-Western Regional Centre so that the same may provide useful inputs in the formation of plans and policies.