



CHHATTISGARH COUNCIL OF SCIENCE & TECHNOLOGY

Vigyan Bhawan, Vidhan Sabha Road, Daldal Seoni, Raipur (CG) 492 014

(Application for submission of application for Grant-in-Aid for organising
Conference/Seminar/Symposia/ Workshop/Training

THE PROPOSALS OF
CONFERENCE/SEMINAR/SYMPOSIUM/WORKSHOP MUST BE
PERTAINING TO SOCIO-ECONOMIC DEVELOPMENT OF THE STATE

(To be submitted in four typed copies)

**Maximum amount: State level Rs. 35,000/-, National level Rs. 50,000/- and
International level-1,00,000/-**

- 1 Name of Institution : _____
- 2 Department : _____
- 3 Name of the organizers with : _____
designation / full Address & Phone
No. / Fax No. / E-mail
- 4 Nature of activity (Conference : _____
/Seminar/ Symposia/Workshop
- 5 (a) Proposed date (s) : From _____ To _____
(b) Duration : _____
- 6 Title of the activity : _____
- 7 Objectives (in about 50 words) : _____
(How the proposed activity is likely to help in development programmes of the
Institution / State)
- 8 Detailed background of the proposed Conference/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,
etc. with a view to generate mission orient approach for tackling the
problems.
 - vi. Significance of the proposed activity including its application in socio-
economic development of the State.
- 9 Participants : (Approx. Number) _____
 - i. Outstation :
 - ii. Local :
 - iii. Resource Persons : (Approx Number) _____
(not exceeding from 5 to 10 for Symposia and seminar)
(Please give Name (s) Designation & Specialization)

iv. Special Invitees for guest :
 lecture if any. _____
 (Visiting Professor/Expert)-Give name, full address and Specialization.)

10 Financial Implication : _____
 (Permissible expenditure at the rate as per attached list)

| | | |
|--------------------------------------|------------|------------------|
| I a. Outstation Participants TA. No. | X Rs _____ | Approx Rs. _____ |
| Incidental DA (No. | X Rs _____ | Approx Rs. _____ |
| b. Resource persons TA (No. | X Rs _____ | Approx Rs. _____ |
| Incidental DA (No. | X Rs _____ | Approx Rs. _____ |
| c. Local Participantes DA (No. | X Rs _____ | Approx Rs. _____ |

II Secretarial assistance : _____
 (Part-time / Full time staff
 Required Duration Days _____ Rs. _____
 Lab facilities Duration Days _____ Rs. _____

III Contingencies: _____

| | | |
|----------------------------------|------------|-----------|
| a. Stationary, Postage: | | Rs. _____ |
| b. Petrol / Diesel for transport | lit. _____ | Rs. _____ |

IV Laboratory / workshop
 (Consumable material) specify : _____ Rs. _____

V Printing of abstracts / material of
 seminar / workshop etc. _____ Rs. _____

VI Honorarium for Special invited
 lectures _____ Rs. _____
 (Please give titles and names)

1. Utilization report of the accounts incurred may he sent immediately through head of the institution after the event is over.
2. If proceedings are to be printed, a separate request may be made to the Council for publication grant.

FORWARDING NOTE

We have read the Guidelines 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:

(Organizers):

Designation:

RULES FOR TA / DA AND HONORARIUM FOR SEMINARS / SYMPOSIA /

CONFERENCES ETC.

| | Category | TA | DA / Local Hospitality | Honorarium |
|---|-------------------------|---|-------------------------------|--|
| 1 | Resource Persons | As per rules of the Institution to which the resource persons belong (Air Travel may be permitted for three persons only) | As per rules | @Rs.750/- per lecture (Max. of Rs.2250/- for three or more lectures) |
| 2 | Outstation Participants | 2 nd A. C. fare for lecturer and above in cadre. According to State or Central Govt. entitlements for their staff of equal category. | As per rules | |
| 3 | Local Participants | ----- | As per rules | |

GUIDELINES

For Preparing Proposal for Conference/Seminars/Symposium/Workshop)

The Proposals of Conference/Seminars/Symposium/Workshop must be pertaining to Socio-Economic Development of the State.

1. Adequate Preparation, well-documented papers, bibliography and other literature should be prepared in advance.
2. It should be ensured that the organizing institution has the minimum required 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 organising Conference/Seminars/Symposium/ Workshop is internally available.

A. CONFERENCE/SEMINAR: Here the objective will be for the planners and researchers to acquaint themselves with the latest developments, the State of art, in a number of areas a particular area. It will be forum for the exchange of ideas with experts and professionals with a view to acquiring additional knowledge acquainting each other with new research work, new methods and techniques of investigation or production. It may be for duration of 2 to 5 days. Lectures by experts, presentation of papers of selected themes in the areas chosen for the conference Seminar, demonstration of new techniques and their discussion may constitute the Principal activities of Conference/Seminar. The host institution/department must make necessary prior preparation, like selection of themes, circulating the papers/abstracts to participants before the Conference/Seminar is

held, so as to derive maximum advantage. The number of participants may be around fifty/thirty.

B. SYMPOSIUM: The objective of a Symposium will be an intensive discussion on one particular topic, which is potentially significant for specialists working on the problem. The number of participants may be around thirty, Participants 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 takes place when the full papers are presented. It may be for duration of two to three days.

C. WORKSHOP: These are intended to augment the Professional competence of instructors/supervisors/research workers, which include specialised short-term institutional programmes on recent advances mainly on methods and techniques. Experts would provide training to develop skills of 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 organise should have internal personnel resources largely. Some external experts may be associated with the programme to supplement the internal resources.