

GUIDELINES FOR FINANCIAL SUPPORT TO ORGANIZE STATE
LEVEL SEMINAR

RESEARCH & SEMINAR COMMITTEE

Pattamundai College, Pattamundai

Session- 2025-26

INTRODUCTION:

The scheme provides financial assistance to different departments of the college for organizing State Level Seminar in various topics of recent interest. Successful seminars / workshops are a direct result of adequate previous preparation on the part of the organizer of the event. These events are costly and time consuming endeavors, therefore it is of paramount importance that the event meets or exceeds its desired objective of communicating the information presented to the selected target group. Globalization and technology has given us the opportunity to conduct seminars / workshops in a variety of ways, therefore, the resourceful organizer, whether in government or private enterprise, should be vigilant and receptive to embrace these changes that occur in their working environment which can impact on their profitability, efficiency and effectiveness.

The scheme intends to promote high academic standard of the college by providing opportunities to faculties from different institutions researchers, and students by using a forum for sharing their knowledge, experience and research finding.

OBJECTIVES:

The scheme provides financial assistance to departments/centre for organizing state level seminar in various fields. Further, the scheme intends to promote high standards in the college by way of extending facilities to teachers, researchers and students, by providing a forum for sharing their knowledge, experiences and research findings. The basic

objective of the scheme is to bring together academicians and experts from different parts of the state and country to exchange knowledge and ideas. This will provide an in-depth analysis of subjects and update the knowledge of the participants from academic/research institutions. In addition, the proposed programme shall promote and encourage sharing of information amongst participants, provide educational sessions and sometimes technological displays encompassing the best and most current information in the particular field and to generate activities of professional association.

ELIGIBILITY/TARGET GROUP:

Financial Assistance under the scheme is available to all departments of the college and five department to organise the seminar within the stipulated period from **16 August 2025 to 31 January 2026**.

COLLABORATION:

Activities organized in collaboration with recognized academic associations/academic bodies, academic/professional institutions, associations of business/industry, voluntary organizations, NGOs and registered societies/trusts may be encouraged. The organizing department may collaborate with institutions with which Pattamundai College has active MOU. In case of collaboration, a letter from the academic association/academic body or academic/ professional institution, association of business/industry, voluntary organization, NGO, registered society/trust, as applicable, may be furnished with the application. There shall be a Call for Papers and Delegate Participation through academic journals/website. For State/National level activities, the participants may be provided free board and lodging by the host institutions, wherever it is possible. Participants may be charged registration fees.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME:

The nature of assistance (maximum grants) available under the scheme to departments/constituent colleges shall be fixed as follows:

ANNEXURE I

THE GRANT MAY BE USED FOR THE FOLLOWING ITEMS:

- TA (within India and as per university rules) and honorarium of ` 2000/- per day for Resource Persons not belonging to the host institution.
- Pre-conference printing (announcements, abstracts, etc.)

Flowers, Folders, Memento, Certificates

- Preparation of reports
- Local hospitality, including boarding and lodging to the outstation resource persons.

PROCEDURE OF APPLYING THE SCHEME:

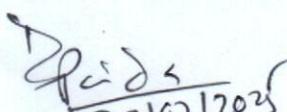
The departments will avail financial assistance under the scheme by submitting their proposal in then Prescribed Proforma (ANNEXURE II) to the seminar and research committee of the college. **All the proposal of the seminar of different department should reach the office of the principal on or before 15 August 2025.** An organizing committee will be formed in each department to organize the event. The Prof I/C of the seminar may take a financial assistance of 70% of the funds allocated to the department as advance for smooth conduct of the seminar. **There will be two resource person in each seminar one in the rank of Professor and second one may be Professor/Associate Professor from reputed Universities with good academic record.** The seminar will be one day event consisting of two technical sessions. The Prof I/C of the seminar will submit the final report after seven days of completion of the seminar. For state level seminar, the participants will be provided free Boarding and Lodging wherever possible. Travelling allowances for outstation

participants may be limited as per college rules. Twenty five (25) % of the participants must be from outside the district.

DOCUMENTS IN REPORTS:

The report should contain following documents

1. Cover Page
2. Contents
3. REPORT
4. Invitation
5. Notice
6. Invitation letters to Experts
7. Consent letters from experts
8. Collaboration documents
9. The brochure of the programme. (Committee formation details, Programme details)
10. Geo Tagged Photograph 16 Nos
11. List of participants with institution details along with signed copy of the attendance sheet
12. Copy of Paper presented/ PPT
13. Feedback obtained from the participants
14. Copy of certificate
15. Copy of proposal


29/07/2025
Principal
Pattamundai College



PATTAMUNDAI COLLEGE, PATTAMUNDAI

APPLICATION FORM FOR FINANCIAL ASSISTANCE TO ORGANIZE STATE LEVEL SEMINAR

SESSION- 2025-26

1. Name of The Department: _____

2. Title of State Level Seminar: _____

3. Proposed Date: _____

4. Venue: _____

5. Name and Address of the Convener:

Name: _____

Address & Contact Details: _____

6. Theme of the Seminar,

I. About the department

II. Objectives of the seminar (max 250 words)

III. Expected Outcome of seminar(Five Points) (Separate Sheet to be attached)

7. Number of Participants (List of expected participants to be attached)

Locality	(in number)	(in words)
Inside District		
Outside District		

Total		
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8. Broad details of the total estimated expenditure:

Sl.No.	Items	No.	@	Amount
1.	Pre Conference & Venue Arrangement			
2.	Honorarium To Resource Person			
3.	Transport Allowance To Resource Person			
4.	Tea Snacks, Lunch And Dinner			
5.	Report Preparation			
6.	Xeroxing/Printing Of Souvenir			
7.	Contingency (Not Exceeding 5%Of Total Grant)			

Total

*Please consult Guidelines for preparing the funding details.

I hereby certify that the above information is correct to the best of my knowledge and that I shall abide by the Terms & Conditions as laid down in the guidelines.

Signature of the Head of the Department/ Convener

Date:

Name (block letters):

Designation:

Address: