

Proposals for
Workshops / Faculty Development Programmes / Conferences/Seminars..

INSTRUCTIONS TO CO-ORDINATORS

1. The Programme should be properly planned and organized with utmost importance given to the topic, selection of participants and resource persons, effective management of the Programme and maintenance of accounts.
2. It is advised that the Coordinators should follow the following guidelines for selection of participants :
 - i) Minimum number of Participants (Students and Faculty) : 60
 - ii) Participants from other Institutions/organizations/Industry : 20 or more

Management representatives, Head of the Institutions, Faculty Members, Senior working Professionals from industries and Student Representatives from various University Depts.
 - iii) Coordinators to send proposals as per the given format and must reach KSHEC at least one month before the proposed dates of organizing the event.
3. Topic of the Programme may be related to the following Themes but not limited to.
 - a. Capacity building and Enhancement in Higher Education
 - b. Internationalization of Higher Education
 - c. Choice Based Credit System in Higher Education
 - d. Workshop on NET/SLET
 - e. Workshop on NAAC/NBA
 - f. Workshop on IQAC
 - g. Innovations in promoting Skill Development, Employability and Entrepreneurship
 - h. Workshop/FDP on Curriculum Development
 - i. Women Empowerment in Higher Education
 - j. Promoting Research and Innovation in Science, Technology and Social Sciences
 - k. Role of ICT in Higher Education
 - l. Bridging Gender and Social Gaps
 - m. Addressing Regional Disparity
 - n. Cyber Security
 - o. Awareness of Cyber Law
 - p. Quality Management in Technical Education
 - q. IPR and Patents
 - r. Institution Building and Good Governance
 - s. Disaster Management
 - t. Any advanced topics with respect to Science, Technology and Social Science disciplines

4. Resource Persons should be Eminent Speakers on the selected topic.
5. Advised to arrange a Panel Discussion with all the invited experts during the end of the Programme.
6. The schedule of the Programme shall be followed as detailed below :

1st Day

- Registration
- Inauguration
- Invited Lectures : 4 Sessions by 2-3 experts
- Paper presentations

2nd Day

- Invited Lectures : 3 Sessions by 2-3 experts
- Paper presentations
- Panel Discussion

7. Wide publicity should be given in their respective website / notice board and other Institutions/Organizations.
8. Participation Certificate should be given to the participants with signature of Coordinator and Head of the Organization.
9. **Budget Provision :**
 - i) KSHEC, Bangalore is provisioned with a financial support of Rs.75,000/- (Rupees Twenty five Thousands only) for one day Programme and Rs.1,00,000(Rupees one Lakh only) for two days Programme.
 - ii) Coordinators to strictly follow the budget allocation as given in the following table and 10% of total allocated money under individual heads may be re-appropriated.

Allocation of Budget:

Sl.No.	Particular/Head	Amount in Rupees	
		1 st day	2 nd day
1	Preparatory work allowance of Programme like brochure, publicity, correspondence etc	7,500/-	
2	Course materials(Folders, proceeding, stationary items etc)	15,000/-	
3	Honorarium fee for resource persons	15,000/-	10,000/-
4	TA/DA, Accommodation for Resource persons	15,000/-	
5	Food Expenditure	15,000/-	15,000/-
6	Honorarium for Coordinator	7,500/-	
	Total Amount Allocated in rupees	75,000/- (For one day Programme)	1,00,000/- (for Two days Programme)

10. After completion of the programme, the Coordinator should send the following documents through proper channel to the **Executive Director, KSHEC, Palace Road, Bangalore-560001.**
 - i) Statement of UC with details of Accounts by enclosing proper bills/receipts/vouchers in the enclosed format.
 - ii) Report of the programme with photographs.
 - iii) List of participants.

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Application Format
for
Organizing
Workshop / FDP/ Conference/Seminar...

Sl.NO	Particulars	
1	Application for organizing	
2	Name of the University/Institution	
3	Level of activity (Regional/State/National/International) :	
4	College/University from where the application of the seminar/conference/Workshop is forwarded (Please give complete address)	Phone no. Fax: Email: Website:
5	Title of the Program	
6	Theme of the Program	
7	Sub-Theme of the Program.	
8	Details of the Coordinator	
9	Name of the Program Coordinator(PC)	
10	Present Position and Institutional Address	Phone no. Fax: Email: Website:
11	Mailing Address of the Coordinator	
12	Educational Qualification	
13	Teaching Experience	
14	Research Experience	

15	Industrial Experience if any	
16	Area of Specialization	
17	No. of Publications	
18	Proposed dates of the Program (provide 3 different dates)	
19	Expected total no. of participants	

1. Brief Summary of the Proposal:

2. Objectives of the Program:

3. Programme Impact-Expected Outcome.

4. Programme Details: Provide Activity Schedule as below:

Date	Time	Activity(Session wise Lecture/Demonstration/Industry visit/Poster presentation/others)	Venue	Infrastructure	
				Requirements	Availability

5. Resource Persons expected :

Sl.No.	Name	Designation	Organization	Activity(Keynote Address/Chairing Person/Speaker/Advisor)

6. Budget Estimates:

Sl. No.	Items	Estimated Expenditure (in Rs.)
1	Preparatory work allowance of Programme like brochure, publicity, correspondence etc.	
2	Course materials (Folders, proceeding, stationary items etc.)	
3	Honorarium fee for resource persons	
4	TA/DA, Accommodation for Recourse persons	
5	Food Expenditure	
6	Honorarium for Coordinator	
7	Others(please mention)	
	Total (in Rs.) =	

7. Estimated Expenditure (in Rs.):

8. **Total Grant expected from KSHEC (in Rs.):**

(Rs.75000 for one day or Rs. 100000 for Two Days)

(In Words : _____)

9. Grant expected from other sponsoring agencies:

Name and address of Agency:

Amount Expected/Sanctioned:

I / We undertake to

- Certify that the above Information is correct to the best of my knowledge.
- Abide by all the rules/regulations regarding utilization of amount that may be granted to the institute.
- Submit detailed reports about grant utilization.
- Submit UC duly signed by concerned authority at the time of submitting report.
- Return full/partial unutilized grant amount to KSHEC.

Signature or the Coordinator

Signature or the Head of the Institution
Institute seal

Date :

Place :

FORMAT
FOR
STATEMENT OF EXPENDITURE & UTILIZATION CERTIFICATE

1. Title of the Conference/Workshop/Seminar/FDP:

2. Name of the Co-ordinator:

3. Number of Participants:

4. Duration of the Activity (with dates):

5. Budget Details:

Sanction No. & Date	Grant sanctioned	Details of expenditure incurred item-wise	Amount (Rs.)
		1. TA and Honorarium for Resource Persons 2. Pre-Conference printing (Announcements, Publicity, Correspondence, Abstracts, etc.) 3. Accommodation 4. Food Expenses 5. Publication of Proceedings 6. Honorarium for the Convener 7. Others(please mention)	
Total Expenditure			
Total Expenditure in words:			
Grant Received by sanctioning authority(KSHEC)			
Unutilized amount to be sent back to sanctioning authority (with DD. No. and Bank details)			

It is certified that the amount of Rs..... (in words:.....) out of the total grant of Rs..... (in words:.....) sanctioned to..... by Karnataka State Higher Education Council vide its letter No.....dated..... under RUSA scheme has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Council. If as a result of check or audit objections/ irregularities are noticed at a later stage, necessary steps will be taken for refund, adjustment or regularization.

.....
Name and signature of Co-ordinator

.....
Name & Signature of Head of College/University (with seal)