ORDER:

Having considered the recommendations of the funds allocation committee held on 05-10-2018, the Hon'ble Vice-Chancellor is pleased to permit and to allocate amounts to conduct the National/International Conferences/Seminars/Symposiums/Workshops and Travel grant to teachers for attending the conferences during the financial year 2018-19 as per details given below:

1. Allocation of the grants to organize the National/International Conferences/Seminars/Symposiums/Workshops etc., by the Departments of University Colleges, ANU and ANU campus, Ongole during the financial year 2018-19 is as follows:
   a. International level:
      (For two or more than two days) : Rs.1,75,000/-
   b. National level:
      i. For one day : Rs. 75,000/-
      ii. For two or more than two days : Rs. 1,25,000/-
      (The allocation of the grant is subject to availability of funds and also first cum first priority basis.)

2. Organise the National/International Conferences/Seminars/Symposiums/Workshops etc., by the end of February, 2019 and expenditure bills should be submitted to the University on or before 31st March 2019.

3. Proposals should be call from the departments of all the University Colleges of ANU and ANU campus, Ongole.

4. Not to collect/generate the funds in any form from outsides/ agencies, if necessary prior permission from the University should be obtained.

5. Allocation of the travel grant to the teachers for attending the National/International Conferences/Seminars/Symposiums/Workshops etc., is as follows:
   a. National/International (with in India) maximum Rs.15,000/- (per one time) Which includes TA/DA, registration fee and accommodation charges. This travel grant is meant for once in 6 months only subject to availability of funds.
   b. International (Outside the India)
      i. To attend at Asian countries : Rs.60,000/-
      ii. Other than Asian countries : Rs. 80,000/-
      Which includes TA/DA registration fee and accommodation charges. This travel grant is meant for once in three years only subject to availability of funds.

6. Expenditure towards the above mentioned allocations be met from the UGC XII plan reimbursed General Development Assistance grant available in UGC A/c No. 150810100033087 for the Financial Year 2018-19.

(by ORDER)
To
The Principal, University College of Arts, Commerce & Law, ANU.
The Principal, University College of Sciences, ANU.
The Principal, University College of Physical Education, Yoga & Sports Sciences, ANU.
The Principal, ANU College of Pharmaceutical Sciences, ANU.
The Principal, ANU College of Engineering & Technology, ANU.
The Principal, ANU College of Architecture & Planning, ANU.
All the Heads/Coordinators of the Departments/Centres, ANU.
The Special Officer, ANU Ongole Campus, Ongole.

Sir/Madam,

Sub:- ANU –UGC – Applications are invited to organize the Seminars/Conference/Symposia/Workshops/Short term programmes during 2018-19.
Ref:-Vice-Chancellor orders dated 08-10-2018.

I am by direction, to inform you that proposals are invited from the interested Regular and SFC departments of different University Colleges, ANU and ANU Ongole Campus, Ongole for the conduct of National/International Conferences/Seminars/Symposiums/Workshops etc., during the financial year 2018-19 from the grant available under XII plan General Development Assistance of UGC and funds allocated under the General fund Account of the University. The proposal should be accompanied by the minutes of the Departmental Committee recommending the programme, its title, duration, names of the Director and the Treasurer. Prescribed application form is enclosed for your ready reference. *The guidelines will be available in the ANU Website.*

The proposals for conducting Seminars/Conferences/Symposia/Workshops in the enclosed prescribed Proforma (in triplicate) should reach the Coordinator, UGC Section, Acharya Nagarjuna University *on or before 27-10-2018.*

Yours sincerely,

2. Application proforma for proposals.
# ANNEXURE - I

**ACHARYA NAGARJUNA UNIVERSITY**

APPLICATION FOR FINANCIAL ASSISTANCE FOR INTERNATIONAL / NATIONAL REGIONAL / STATE CONFERENCES / SEMINARS / SYMPOSIA / WORKSHOPS / SHORT TERM PROGRAMMES (STP)

<table>
<thead>
<tr>
<th>1.</th>
<th>Name of the University College / Department organizing the Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Category of the Programme (Copy of Departmental Committee minutes to be enclosed) (Indicate by ‘Yes’)</td>
</tr>
<tr>
<td>3.</td>
<td>Scope and area to be covered (Geographical Coverage)</td>
</tr>
<tr>
<td>4.</td>
<td>Title of the Programme</td>
</tr>
<tr>
<td>5.</td>
<td>Aims / Objectives of the Programme (in at least 500 words to be enclosed)</td>
</tr>
<tr>
<td>6.</td>
<td>Details of Sessions (mention themes/topics to be covered under each technical session with names of resource persons)</td>
</tr>
<tr>
<td>7.</td>
<td>Expected outcome of the Programme</td>
</tr>
<tr>
<td>8.</td>
<td>Dates and duration of the Programme</td>
</tr>
<tr>
<td>9.</td>
<td>If International Conference/Seminar, whether clearance from Government of India has been obtained.</td>
</tr>
<tr>
<td>10.</td>
<td>In case of Annual Conference of academic association/academic body or collaboration with any other association ‘body’ institution, please furnish letter from the association/body/institution</td>
</tr>
<tr>
<td>11.</td>
<td>Names with full address of the likely visiting resource persons (both outstation and local) (Number of resource persons may not exceed 10 as far as possible)</td>
</tr>
</tbody>
</table>
| 12. | Number of participants to be enrolled:  
   a) No. of outstation participants  
   b) No. of local participants |
| 13. | Whether Hostel/Guest House accommodation would be required with details |
| 14. | (a) Name, Designation and Address of the proposed Director of the Programme |

1
15. b) Qualifications and details of
Publications of the Director  Name of the
Treasurer of the Programme


16. BUDGET ESTIMATES FOR THE PROGRAMME:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Head of Expenditure</th>
<th>Estimated Expenditure Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>TA (with in India) and honorarium (Rs. 1000/- per day) for Resource Persons / Director.</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>TA (with in India) for Paper Presenters</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Pre – Conference Printing (Announcements, Abstracts, Programme Brochure, etc.,)</td>
<td></td>
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<tr>
<td>d.</td>
<td>Publication of Proceedings</td>
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<tr>
<td>e.</td>
<td>Local Hospitality including boarding and lodging (may be restricted to 30% of the total grants received for the Programme)</td>
<td></td>
</tr>
<tr>
<td>f.</td>
<td>Office expenses/Supplies/Contingencies</td>
<td></td>
</tr>
</tbody>
</table>

GRAND TOTAL Rs.

17. Grant required from UGC Seminar Grant / University General Fund (as per existing guidelines)

18. Details of Financial Assistance sought from Agencies other than UGC

OFFICE SEAL AND SIGNATURE
OF THE PROPOSED DIRECTOR OF THE
THE SEMINAR

OFFICE SEAL AND SIGNATURE
OF THE HEAD OF THE DEPARTMENT

OFFICE SEAL AND SIGNATURE OF THE PRINCIPAL
UNIVERSITY COLLEGE

2
PROCEEDINGS OF THE VICE-CHANCELLOR

Sub: ANU-UGC-Implementation of revised guidelines for the conduct of Seminars/Conferences/Symposia/Workshops/Short-Term Training Programmes by the University Colleges/Departments/Centres - Orders - Communicated - Reg.

Ref: 1. Minutes of the meeting of the Committee constituted to suggest latest guidelines for the conduct of Conferences/Seminars/Symposia/Workshops/Short-Term Training Programmes held on 10-09-2012.
2. Vice-Chancellor's orders dated 09-10-2012.

ORDER:

The Vice-Chancellor has, having considered the recommendations of the Committee cited at Ref-1, ordered that the following revised guidelines for the conduct of Conferences/Seminars/Symposia/Workshops/Short-Term Training Programmes by the University Colleges/Departments/Centres be approved and implemented w.e.f., 01-11-2012.

1. INTRODUCTION:

The Scheme provides financial assistance to the Colleges/Departments/Centres for organizing conferences/workshops/seminars/symposia/short-term training programmes at International, National, Regional and State levels in various academic disciplines. Further, the scheme intends to promote higher standards by providing a forum for the faculty for sharing their knowledge, experiences and research findings.

The basic objective of the scheme is to bring together academicians and experts from Universities/Industry/premier research institutes from different parts of the country and abroad to exchange knowledge and ideas. This will provide an in-depth analysis of subjects and update the knowledge of the participants attending the programmes.

The following are the general guidelines governing the operation of this scheme in Acharya Nagarjuna University subject to changes from time to time:
2. CATEGORIES OF PROGRAMMES UNDER THE SCHEME:

2.1 The category of programmes organized under the scheme will be as under:

(i) Annual Conference of recognized academic associations/academic bodies (International / National/Regional/ State)

(ii) Events in collaboration with recognized academic associations/bodies/professional institutions/industry, with a letter of approval from the academic association/body/professional institution etc., as applicable.

(iii) International / National seminar / symposium / workshop / Short-Term Training Programme organized by individual Departments or two / more Departments on collaborative basis.

(iv) State level seminar, in exceptional circumstances.

3. METHOD FOR APPROVING CONFERENCES / SEMINARS:

3.1 A notification shall be sent out by the University office in March inviting applications in the enclosed format (ANNEXURE - I) from the interested Colleges/Departments/Centres for the conduct of Conferences/Seminars, etc., during the next financial year. Each proposal should be accompanied by the minutes of the Departmental Committee meeting approving the proposal as well as the name of the Seminar Director. The Seminar Director must have proven record of research work including publications in professional journals/books in the area proposed for the seminar in the last three years. The Departmental Committee meeting should recommend the name of a Treasurer to be jointly responsible with the Director for the Seminar/Conference expenditure, operation of bank account and for submission of account to the University.

3.2 The proposals for the conduct of Conference / Seminar, etc., received by the University will be scrutinized by a joint committee consisting of (1) Principals of the Colleges concerned (2) Deans of the Faculties concerned and (3) Finance Officer. The committee should have at least 3 members. If the Committee deems fit, it may consult the seminar Director for clarification.

3.3 The terms of reference for the joint committee are:

i. To decide the suitability of the proposal.

ii. To decide quantum of financial assistance to be sanctioned.
Note: Proposals may be invited in the month of March every year. They may be finalized and sanctions may be communicated before the last working day or 30th April whichever is earlier to concerned Colleges /Departments /Centres. Alternatively, they should at least be finalized during summer vacation and sanction orders be given on the day of reopening the University colleges so as to enable the Departments to organize the programmes in an effective manner.

4. CRITERIA FOR SANCTIONING THE PROPOSALS SUBMITTED BY THE COLLEGES / DEPARTMENTS / RESEARCH CENTRES:

4.1 Financial assistance under this scheme be judiciously and optimally allocated to the University Colleges/Departments/ Centres as per the broad criteria indicated below:

(i) Colleges / Departments/Centres which have not organized conferences/seminars during the last two academic years will be given first preference.

(ii) Colleges / Departments/Centres not having funds for the conduct of seminars under UGC - SAP, DST-FIST, etc., will be given preference.

(iii) Colleges / Departments/Centres proposing to organize programmes in new thrust/emerging areas/inter-disciplinary fields/having opportunity of pioneering new areas of research which are likely to build new awareness and break new grounds (if necessary, jointly by two or more related departments) will also be given preference.

(iv) Programmes in well-developed areas of research in the University may also be considered to take such areas further ahead.

5. NORMS FOR THE CONDUCT OF THE PROGRAMMES:

(i) There should be “call for papers” by sending an invitation - cum-theme paper to the concerned faculty in as many Universities as possible. Announcements/ information pertaining to the events can also be disseminated through academic journals/websites including University Website ‘www.anu.ac.in’.

(ii) A Department/Centre may be permitted to host only one event either National/ International in a year.

(iii) Participants in a conference/seminar, as far as possible, should be teachers in University / College/Other Academic / Research institutions. If the Seminar Director
wishes to invite non-academic experts, such experts in a subject / free-lancers with proven credentials only may be invited.

(iv) Keynote Addressee/Resource Persons may be provided free lodging by the University as far as possible. In case University could not provide such free accommodation for any reason and in case of other outstation participants, the Seminar Director may be permitted to meet expenditure on providing accommodation to them from the funds available for the event. Expenditure for this purpose shall be as per following limits as per TA/DA Rules presently in force.

<table>
<thead>
<tr>
<th>Grades</th>
<th>At Municipal Corporation either within the State or outside the State except those cities mentioned in columns (3) &amp; (4)</th>
<th>At Hyderabad / Secunderabad</th>
<th>At Delhi, Mumbai, Chennai, Kolkata, Bengaluru</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade - I</td>
<td>Rs. 500/-</td>
<td>Rs. 750/-</td>
<td>Rs. 875/-</td>
</tr>
<tr>
<td>Grade - II</td>
<td>Rs. 300/-</td>
<td>Rs. 450/-</td>
<td>Rs. 525/-</td>
</tr>
<tr>
<td>Grade - III</td>
<td>Rs. 200/-</td>
<td>Rs. 300/-</td>
<td>Rs. 350/-</td>
</tr>
</tbody>
</table>

Note: Lodging charges shall be allowed only on production of original bill of the lodging house.

(v) Participants may be charged registration fees not exceeding Rs. 1,000/- for national and Rs. 2,000/- for international conference/seminar.

(vi) The daily expenditure on each international participant from abroad on boarding and lodging put together should not exceed Rs. 2,000/-.

(vii) Payment for travel from outside India is not permissible under this scheme. For foreign participants, travel expenditure can be paid only for travel within India.

(viii) Travel expenditure for resource persons and outstation participants (paper-presenters) may be limited to II A/C and III A/C respectively, if they are not drawing TA/DA from their parent institutions. Such members may be paid A.C. bus fare also, if traveled accordingly. Outstation participants who do not present papers may be paid II class train fare only.
(ix) Besides TA, incidental expenses can be paid to outstation participants restricted to a maximum of Rs. 100/- per day subject to submission of a separate self-certificate (to be enclosed to TA bill) claiming the amount spent giving details such as date, amount and purpose.

(x) Participants working in the University campus or in Colleges / Institutions located in Vijayawada/ Guntur/ Tenali and other places falling within this zone may be treated as local participants. Local participants shall not be paid TA.

(xi) All other participants coming from outside the places identified above may be treated as outstation participants for the purpose of expenditure on hospitality / TA / incidental expenses.

(xii) Since hospitality is provided by the University, DA shall not be paid to any participant.

(xiii) Seminar Director should issue a certificate of participation to each participant.

(xiv) In case of need to pay air travel to an eminent expert participating in the Conference / Seminar, Seminar Director should obtain prior approval of the Vice-Chancellor, which should be attached to the TA bill to enable the office to process the bill.

6. FORMAT OF THE EVENT:

(i) The title of the seminar shall be precise and focused so as to promote creative and vigorous discussions, but not general and vague which results in dilution of rigour.

(ii) Papers submitted for presentation shall be accepted only after evaluation and formal letters of acceptance have to be sent to the participants.

(iii) In order to have a more purposeful and useful organization of conferences/seminars, there shall be at least three technical sessions per day. Key note address, usually prepared in advance, shall be part of the first technical session and will be delivered by one of the participants only. Apart from the Director of the Seminar and the Keynote speaker, not more than one person from the higher functionaries of the University can be associated with the first session. Printed copies of the Keynote Address must be circulated among the participants of the seminar.
(iv) There Shall Not be any valedictory function.

(v) Every session should consist of invited talk followed by paper presentations. Each session should have a rapporteur to note down and summarize the deliberations. The concluding session may either be planned as a technical session with paper presentations / discussions or as a rapporteur session where the rapporteurs of each session will present their summary of the salient features of discussions that took place in each session of the seminar which will be followed by overall assessment/ evaluation of the results / achievements of the conference/seminar by the Director of the event.

(vi) Print out of the detailed programme of the Conference / Seminar with themes, panels/sessions and timing will have to be submitted to the University three days in advance of the event. Copies of the same will be given to every participant prior to the commencement of the programme. Copies of papers/ abstracts presented will be circulated to every participant to ensure effective participation in discussions. Both these documents should be handed over at the time of registration of participants.

(vii) An abstract of the papers submitted in a Seminar/Conference/Symposium be brought out as a neat print out with title page and book makeup. Copies of this be circulated among the participants in the programme, concerned faculty in the University, University Library, Office and UGC and other funding agencies if they contributed funds for the event.

(vii) The Conference / Seminar Directors are advised to make their best efforts to bring out a publication with the full texts of Conference/Seminar papers wherever resources are available since this will be a lasting contribution. If resources are not available, they can apply to the University with full set of papers in duplicate for consideration for financial assistance. The University, after evaluation, may consider financial assistance from UGC grants or General Fund of the University.
(vi) Besides paper/poster/oral presentation may also be permitted.

(v) Conference Kit (Bag) should consist of -

(i) Pen, Pencil, Scribbling pad, feedback form and invitation/tokens for lunch, etc.

(ii) Proceedings containing full text of all lectures/technical material. If it is not possible, at least a booklet containing abstracts should be given.

(iii) Department/Centre profile highlighting its achievements right from its inception in the format enclosed (ANNEXURE - II).

(iv) Detailed schedule of talks including title of lecture/name of the speaker.

(xi) Two copies each of the Publications brought out, either Abstracts or full Papers, must be sent to the Librarian, A.M. Library, ANU and to respective College Libraries.

7) CEILING OF FINANCIAL ASSISTANCE:

The University utilizes the UGC Seminar grants and budget allocation from the General Fund A/c of the University for extending financial assistance for the conduct of Conferences/Seminars as per ceilings shown below.

(i) International conference/seminar (with at least 8 foreign participants and participants from at least six states in India including Andhra Pradesh. If this is not fulfilled, grant as per national event only is admissible and excess grant, if any drawn, shall be refunded ) - Rs. 2,00,000/-

(ii) National conference/seminar, etc. (with participants from at least six states including Andhra Pradesh)

(a) 2 days - Rs. 90,000/-

(b) 3 days - Rs. 1,00,000/-

(iii) Regional (participants from three states including A.P) /State level (Participants from at least six Universities of A.P) Conference (applicable to conferences only) - Rs. 60,000/-

(iv) State level seminar/workshop/short-term programme (With participants from at least six Universities in A.P.) - Rs. 50,000/-

Note: (a) Grants may be allocated less than the above limits depending on number of applications received.

(b) In case fewer proposals are received in a year, higher allocation may also be considered.
8. RELEASE OF GRANT TO THE DEPARTMENT:

90% of the grant will be released prior to the programme. The Finance Officer / Deputy Registrar (UGC) be authorized to release this advance based on requisition from the Director of the Programme. Remaining 10% amount will be released after submission of (a) Accounts with bills (b) Technical report containing full length papers/proceedings.

9. OTHER FUNDING AGENCIES THE SEMINAR DIRECTORS MAY APPROACH FOR FINANCIAL ASSISTANCE:

i) Statutory research funding agencies such as CSIR, DST, ICSSR, AICTE, ICPR, ICHR, ICAR, DAE etc.
ii) Govt. Agencies such as HRD Ministry, Department of Education, APSCHE, APCOST, etc.
iii) International organizations like UN Agencies, Ford Foundation, International Associations of concerned disciplines etc.
iv) Public sector undertakings such as Banks, LIC, etc.
v) Proposals for financial assistance received from any other Agencies.

Each such case shall be decided individually on the merits of the case.

Note: (i) The grants from the above sources must be received in the form of crossed DD/Cheques /electronic transfer in favour of the Registrar, ANU or the Seminar Director. Such funds received to University A/c can be released to the Seminar Director by way of permanent transfer to the Seminar A/c.

(ii) Expected sources of funds must be stated in the application submitted by the College/Department.

10. PERMISSIBLE ITEMS OF EXPENDITURE UNDER THIS GRANT:

(i) TA (within India) and in addition honorarium not exceeding Rs. 1500/- for each Resource Person (not belonging to ANU). Resource Persons shall be those who deliver Keynote Address/Chair a session/ deliver special lectures. All others shall only be participants.

(ii) TA for out-station paper presenters.
(iii) Pre conference printing (Announcements, Abstracts, etc)

(iv) Publication of proceedings. The papers/key note addresses etc., may also be published in ANU Journals to save money and to promote the University Journals.

(v) Local hospitality including boarding and lodging restricting it to 30% of the grant sanctioned by ANU /other agencies.

(vi) Honorarium of Rs. 1,500/- to the Director.

(viii) Expenditure on mementoes, garlands, etc., should not exceed Rs. 2,000/- for a seminar and Rs. 3,000/- for a conference. Expenditure on videographing is not admissible from the Seminar grant.

(ix) Not more than two persons, one each for Secretarial/Clerical assistance and Class – IV assistance, be drafted for a Seminar/Conference. They may be paid daily remuneration at Rs. 225/- per day for Secretarial/ Clerical assistance and Rs. 140/- per day for Class-IV assistance for not more than twice the number of days of the Seminar/Conference for each person. The enhancement, if any, from time to time in the minimum daily wage rates payable to the skilled and unskilled workers in the University will apply for payment to these workers.

(x) The Seminar Director may hire a car for the days of the Seminar/Conference and one day before and after the event wherever necessary, at the rates approved by the University. The Director must certify the reading of the Kms traveled at the time of hiring the car and reading at the close of the work with date and time to enable the office to pass the bills after checking the reasonableness of oil consumption.

(xi) The expenditure on ‘office supplies’ shall include folders/bags and badges for the delegates including pens, pencils, paper including bond paper, etc.

(xii) For postage, other than Regd./Speed post which have vouchers, the Director should submit a certificate for the total expenditure on unregistered post if it does not exceed Rs. 500/- for the Seminar/Conference. In case the expenditure exceeds Rs. 500/- a detailed datewise statement of the entire expenditure, based
on the entries in the Seminar/Conferences dispatch register be submitted. For Fax, E-Mail, telegrams and telephone calls made receipts be submitted.

(xiii) ‘Other items’ include photocopying, computer (DTP) charges and printing charges relating to invitation cards / abstract of papers received as well as cloth / flexi banners and photographing of the Seminar.

(xiv) Hospitality of the Conference / Seminar shall be limited only to the local and outstation participants of the programme. Expenditure under this head shall not exceed Rs. 125/- per day per participant. Every bill of this item shall contain the price, the number of persons and the cost.

11. ITEMS WHICH ARE NOT PERMISSIBLE:
   i) Raising public donations from individual philanthropists.
   ii) Raising funds from individual philanthropists/organizations in cash is strictly prohibited. However, assistance can be received in kind such as lunch/dinner or conference bags/material/mementoes etc. The same should invariably be acknowledged in the report of the seminar/conference/workshop.
   (iii) Putting up welcome banners for University functionaries is not permitted except one banner welcoming delegates and another for one external guest delivering Keynote Address. Memento, if necessary, be presented to such one guest only.

12. GUIDELINES FOR SUBMISSION OF ACCOUNTS:
   (i) The account for the Conference / Seminar shall be submitted jointly by the Director/Treasurer of the programme. The bills shall be certified jointly by the Director/Treasurer. The account of the programme shall be prepared separately for grants from UGC and from other approved sources. A separate Bank A/c has to be opened for each Conference/Seminar. The bank account opened for the purpose shall be closed and unspent balance, if any, be refunded along with the pass book as saving out of UGC grants or University General Fund, as the case may be. Expenditure from UGC grants/ University funds shall be worked out deducting such unspent balance from the sanctioned grant.
(i) The Directors/Treasurers shall submit the bills for expenditure incurred out of UGC grant or General Fund to the University office along with a statement of expenditure and utilization certificate in the proforma prescribed by UGC (ANNEXURE - IV) for adjustment of advance/reimbursement. Receipts from all sources and total expenditure incurred on the programme from all grants/registration fee put together must be shown in this format. But, bills for UGC grant/ allocation from General Fund A/c must be separately submitted to University office for purpose of advance adjustment/reimbursement. Wherever bills have to be submitted to the other funding agencies also, either original bills or certified photostat copies of the bills, as the case may be, be submitted to other funding agencies, retaining the other set with the Department / University office. Grants received from funding agencies other than UGC may be released to the concerned Seminar Director as permanent transfer instead of as advances. It may also be permitted if funding agencies release grants directly in the name of the Seminar Directors by way of DD/Electronic Transfer. In both cases, the Seminar Director may be authorized to submit bills in original / photo copies along with statement of expenditure/utilization certificate to the concerned agency as per their requirement for settlement of account under copy to the Registrar. He/She will be responsible for submitting information to Audit.

(iii) The account shall be submitted within one month from the last date of the Seminar/Conference together with the following documents:

a) A detailed itemwise statement of expenditure chronologically arranged within each item with details such as bill number, date, name of supplier or person who received payment, purpose of expenditure and amount of expenditure. A separate stock register must be maintained at College level/Department level, as the case may be, for Conferences/Seminars/Symposia/Workshops and stock entries must be made on the bills wherever necessary. Abstract of expenditure, under different approved heads, must be given at the end of the statement. The stock register of Conferences/Seminars must be in the custody of the Principal/Head of the Department. It will be given to the Seminar Director for making stock entries for the programme being conducted by him/her and later it shall be handed over to the Principal/Head of the Department after submitting account to the University
b) Daywise list of participants distinguishing the categories of local/outstation participants, chairpersons of panels, deliverers of keynote address and paper presenters.
c) Statement of registration fees collected for the event along with the counterfoils of the receipts issued to the delegates with their signatures thereon.
d) Statement of maximum number of persons for whom hospitality was provided per day.
e) Report of the Director on the Proceedings of the Conference / Seminar and an assessment of the main thrust of the discussions and the results obtained there from including technical aspects and value addition. Feedback form in which this report has to be submitted is given at ANNEXURE –III.
f) Statement of expenditure in triplicate as per the proforma prescribed by UGC is given at ANNEXURE –IV.

All the Principals / Heads of Departments / Coordinators of Research Centres and Special Officer, ANU Ongole Campus, Ongole are requested to implement the above guidelines for the purposeful and effective conduct of Seminars / Conferences / Symposia / Workshops / Short-Term Training Programmes.

( BY ORDER )

REGISTRAR

To
The Principal, University College of Arts, Commerce & Law, ANU.
The Principal, University College of Sciences, ANU.
The Principal, University College of Physical Education and Sports Sciences, ANU.
The Principal, University College of Engineering & Technology, ANU.
The Principal, University College of Architecture & Planning, ANU.
The Principal, University College of Pharmaceutical Sciences, ANU.
The Special Officer, ANU Ongole Campus, Ongole.
The Heads of the Departments / Coordinators of Research Centres/
University College of Arts & University College of Sciences, ANU.
The Librarian, A.M. Library, ANU.
Copy to the Audit Officer, State Audit, ANU.
Copy to The Finance Officer, ANU.
Copy to The Joint Registrar ( Admn), ANU.
Copy to The Joint Registrar ( Academic & Affiliations), ANU.
Copy to The Assistant Registrar, UGC Section, ANU.
Copy to The PA to Vice-Chancellor, ANU.
Copy to The PA to Rector, ANU.
Copy to The PA to Registrar, ANU.