



Department of Science & Technology
Government of Gujarat

Guidelines and Application Form For the Financial Support for Organizing Seminar / Symposia / Workshop In the frontier areas of Science & Technology



Investing in **Science: Investing in the **Future**!**

**GUJARAT COUNCIL ON SCIENCE AND TECHNOLOGY
(GUJCOST)**

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**GOVERNMENT OF GUJARAT
GUJARAT COUNCIL ON SCIENCE & TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY
GANDHINAGAR**

Introduction

Gujarat Council on Science and Technology (GUJCOST), working under the aegis of the Dept of Science & Technology, Govt of Gujarat, is the nodal organization for promotion of science education, awareness, research and development through its various programmes and outreach activities across the state.

Established in September 1986 to play catalytic role in promoting the use of Science and Technology in the development process of the state, GUJCOST becomes an autonomous body registered under the Societies Registration Act in February 2000.

In order to enhance the scientific knowledge, skill and entrepreneurship, GUJCOST aims to bring together professional Engineers, Academicians, Scientists and Executives from Industries and various government organizations to interact and to exchange experience, knowledge and views related to allied areas and to provide financial assistance as co-sponsorship for organizing Seminars, Symposia, Workshop, Training Programme of scientific, technological and environmental importance, conducted within the State of Gujarat.

Objectives of the Scheme:

1. To promote understanding among the basic and applied sciences and technology and to provide a forum for discussion and exchange among faculties / researchers / students / practitioners in the subject domain and related areas from the state, national and international perspective.
2. To promote interaction and capacity building among researchers at the cutting edge of science and technology.
3. To provide an in-depth analysis of subjects and update the knowledge of the participants from academic / research / institutions.

Eligibility / Target Group:

This scheme will provide financial support to the scientific and academic institutions, including schools, colleges, university departments, professional bodies Trust / NGO working in the field of education and scientific activities for organizing Seminar / Symposia / Workshop / organizations in the frontier areas of science, mathematics, technology, engineering and related applied sciences.

Nature of assistance available under the scheme:

The nature of assistance available under the scheme to institutions / organizations will be under the following categories:

(i) State and National Level Seminars/ Conferences/ Workshops

- (a) Conference / Workshop 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.
- (b) 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.
- (c) There should be Call for Papers and Delegate Participation through academic journals/website.
- (d) An institution/Organization may host many State/National level activities, during a financial year. But GUJCOST assistance will not be given for more than two activities to a department in a financial year.

(ii) International Seminar/Conferences:

An International Conference may be organized once in a year by an institution / organization for which the GUJCOST financial assistance may be requested.

A certificate from the State Govt / Union Govt must be enclosed along with the proposal. The participation of foreign delegates is a must. Payment for travel from outside India is not permissible under this scheme.

The grant may be used for the following items:

- a. TA (within India and limited to Economy-class air fare or 2nd AC Train fare based on actual expenditure of travel) and honorarium (Rs.2000/- per day) for Resource Persons (not belonging to the organizing institution)
- b. TA (within India) limited to 2nd AC train fare or Actual Expenditure of travel, whichever is less, for Paper Presenters, not belonging to the organizing institution
- c. Pre-conference printing (announcements, leaflet, brochure, abstracts, etc.)
- d. Publication of Proceedings
- e. Local hospitality, including boarding and lodging i.e. Lunch, refreshments etc. (may be restricted to 35% of the total allocation from the GUJCOST)
- f. Video/photography, Audio-Visual arrangements, and/ or Web-casting, limited to:
 - i. For State Level Seminar/Conference/ Workshop : Rs.10,000
 - ii. For National Level Seminar/Conference/ Workshop: Rs.15,000
 - iii. For International Seminar/Conference/ Workshop : Rs.20,000

Guidelines:

1. The aim of the scheme is to promote understanding among the basic and applied sciences and technology and to provide a forum for discussion and exchange among faculties / researchers / students / practitioners in the subject domain and related areas from the state, national and international prospective and to promote interaction and capacity building among researchers at the cutting edge of science and technology. Through these symposium and training programmes, participants will be updated the cutting-edge of research in Science & Technology and to find a strong network or partnership among the peer groups of that particular disciplines.
2. The scheme includes the organization of theme base seminar, symposium, training workshop, popular science lectures and specialized programmes in the frontier areas of science, maths, technology, engineering and related applied sciences.
3. For the financial support, GUJCOST has prepared a prescribed form and guidelines which has been published in its website. Interested institutions / organizations shall download the application form and guidelines and submit the proposal accordingly to the Advisor.
4. The proposals should be submitted to the GUJCOST before 2 months of the programme. GUJCOST through its evaluation process examine the proposal and intimate the organizations accordingly.
5. The applications should be furnished with all the required details as prescribed in the form and should be duly signed by / forwarded by the head of institute.
6. The proposal should clearly mention the title of the programme, its objectives and its scientific content and details of participants and speaker including experts.
7. The proposal should have a detail estimates of expenditure including all contribution and support from the institution itself along with other departments / organizations. This should also include the collection from registration fee etc.
8. The support will be given when preferable the number of participants should be 50.
9. Initially the proposal will be screened first in terms of concept, content and its relevance with the target groups and only selected proposals will be forwarded to the Empowered Committee for necessary evaluation and recommendation of the financial support to the programme.
10. The financial assistance shall be utilized within three months from the date of receipt or from the last day of the program whichever is later. The financial support and assistance to the organizations / institutions for the particular programme/project will be settled within the same financial year.
11. The organizers shall acknowledge the support of GUJCOST, Dept. of Science and Technology, Govt of Gujarat in all the publications including poster, brochure, banner, backdrop, invitation card, press release, souvenir, training materials and proceedings, etc. It should mention in the write up "Sponsored by GUJCOST, DST, Govt of Gujarat".
12. If the programme is selected for co-sponsorship, organizers should ensure that due acknowledgement to GUJCOST / DST, Govt of Gujarat is provided in all brochures, invitation cards, publicity materials and proceedings brought out in connection with the

programme as either “Jointly organized by GUJCOST / DST, Govt of Gujarat or Co-sponsored by GUJCOST / DST, Govt of Gujarat”.

13. The organizers should use their infrastructure including telephone, computer facility, meeting hall / auditorium, furniture, audio-visuals, PA system, projection equipment, etc. of the institute without any charge for the programme.
14. Details of Co-Sponsoring Organization if any and financial support shall be clearly mentioned.
15. The financial support will consider to the organization subject to the availability of its funds.
16. Change of venue and / or dates shall be reported to the Member Secretary, GUJCOST promptly.
17. As far as possible, GUJCOST will depute any official for attending the programme. If GUJCOST will depute the representatives on its behalf, he will be entitled to TA/DA as applicable to class II officer of Govt. of Gujarat.
18. The unutilized amount of support shall be refunded to the GUJCOST within the month of month.
19. Program report as per the prescribed format shall be furnished to the GUJCOST within one month from the last day of the program.
20. The recipient organization shall comply with such other conditions as may be suggested in the guidelines which may be modified from time to time.
21. The financial support to the organization will considered subject to the availability of funds. The organizers should not prepare the budget estimate considering the GUJCOST Grants only. GUJCOST will generally, not support the programme in a manner that the total financial assistance (inclusive of that from other agencies) to the activity is above 90%. This is to ensure that there is equal commitment and some contribution from the institution also.
22. After evaluation and consideration by the technical committee, GUJCOST will communicate the respective organization about the financial support with sanctioned amount through letter and email.

Procedure for Approval:

The Expert Committee will consider the proposals and decide the quantum of assistance based on the proposal submitted by the Advisor, GUJCOST and Member Secretary of the empowered committee. The Advisor, GUJCOST will disburse the grant to the applicant institute before the event, if possible. In case the event is cancelled, the funds will have to be returned back to the GUJCOST immediately. Prior permission of the GUJCOST is required in case the date(s) and/or venue for the activity (activities) is (are) changed.

Procedure for Release of Grants:

After the GUJCOST's approval of the proposal, the approval letter for the activity will be sent to the institution / Organization along with the first installment of 60% of the total grant sanctioned. The amount released can be spent under the approved heads/items within the allocation under the respective heads/items. The second installment of the sanctioned grant 40% will be released on the receipt of (i) Programme Report, Photographs Feedback form, duly completed (ii) duly signed Utilization Certificate of the total expenditure incurred which must be signed by the Convener/ Head of Institution / Chartered Account (iii) two copies of proceedings. All these documents should be submitted to GUJCOST within one month of completion of the event.

The sanctioned amount will be released in the name of the Registrar / Director / Principal and to be issued by Multi City Cheque/RTGS facilities. The grant should not be disbursed to any individual name or programme name in the institution / organization.

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**Application Form for the Financial Assistance for organizing
Seminar / Symposia / Workshop / Short Term Training Programme
in frontier areas of Science & Technology**

1. Details of Organization:

A. Name of Institute:

B. Name of Coordinator:

C. Address and Designation of Coordinator:

D. Contact Detail:

Phone No.

Mobile No

Fax:

Email:

E. Detail of registration / Affiliation

Legal Status of the Institute:

(School / College/ University /

Registered Society / NGO

Status of the Organizing Body:

Government / Private / Self-finance

Institute

Affiliation of Institute:

Year of Establishment:

2. Types of the Activity:

(Conference / Seminar / Workshop / STTP)

Scope of Programme:

(Institutional / State / National / International)

Collaborating institutions / Organizations (Details):

3. Title of the programme:

4. Details of the programme (full):
5. Proposed date(s) of the program:
Venue of the programme:
6. Program schedule in Detail:
(Attach separate sheet)
7. Importance / Justification of the program with reference to Region / Nation
8. Major thrust area / subject of the programme:
9. Name & Brief introduction of Speakers:
with their institution name and topics of lectures / papers with contact details
10. Number of participants likely to attend with their eligibility
11. Technical brochure / leaflet: : Yes / No (attached)
12. Estimated Income and Expenditure:
(Attach item wise statements on separate sheet)
13. Sources / Agencies of funding expected:
(Including registration fee) and their quantum (Give details)
14. Quantum of assistance expected from "GUJCOST":
15. Name of Bank and Account details for release of grant:
(i) Name of the Bank:
(ii) Name of the Account Holder
(iii) Account No:
(iv) IFSC Code:
16. Name and address of the Agency/Institution authorized to receive the grant:

DECLARATION

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance if granted, will be utilized for the purpose for which it is granted and within the time prescribed by GUJCOST. I also undertake to abide by the rules and other conditions prescribed from time to time.

PLACE:

NAME:

DATE:

Signature & Seal of Institute

GUJARAT COUNCIL ON SCIENCE & TECHNOLOGY
Dept of Science and Technology, Govt of Gujarat

Format for the Submitting the Programme Report

1. Title of the Programme:
2. Category: (Seminar/Symposium/Workshop/STTP/Conference/etc.)
3. Date/s and Duration:
4. Venue:
5. Dignitary/s present at inaugural function:
 - (i) Name
 - (ii) Designation
 - (iii) Name of institute
 - (iv) Contact details
6. Invited speaker / Expert:
 - (i) Name
 - (ii) Designation
 - (iii) Name of institute
 - (iv) Contact details
 - (v) Topic of lecture
 - (vi) Lecture / presentation notes
7. Total no. of participants (provide full list with name, address, institutions and contact numbers)
8. Program summary (200 words).
Technical brochure / leaflet (attached)
9. Finale Statement of Income and Expenditure
10. Utilization Certificate with signature and Seal of the Head of the institute
11. Copy of vouchers duly signed by the coordinator
12. Photograph (4 to 5)
 - (i) Caption photograph with banner
 - (ii) Inaugural function.
 - (iii) Expert delivery lecture.
 - (iv) And Audience
13. Press Release / Media Report, if any

Signature of the Director/Principal
with seal

Signature of Programme Coordinator
with seal