

**ODISHA STATE HIGHER EDUCATION COUNCIL**  
2<sup>nd</sup> Floor, Pustak Bhawan, A-11, Suka Vihar, Bhubaneswar-751022  
Email-oshec.hed@gmail.com

No. 724 /235/OSHEC/2024

Date: 15-03-2024

**NOTIFICATION**

Government in Higher Education Department has been pleased to accord approval of the "Guidelines for organising thematic meetings/ Conferences/ Workshops/ Seminars/Symposia/Schools in the State Public Universities and Colleges" in the File No.235/OSHEC/2024. This will be effective from the financial year 2024-2025. The guidelines is attached herewith.

*Sahu*  
15/3/24  
Member Secretary, OSHEC

Memo No. 725

Dated: 15-03-2024

Copy forwarded to the P.S. to the Hon,ble Minister, Higher Education-cum-Chairperson, OSHEC for favour of kind information of the Hon,ble Minister, Higher Education-cum-Chairperson, OSHEC,

*Sahu*  
15/3/24  
Member Secretary, OSHEC

Memo No. 726

Dated: 15-03-2024

Copy forwarded to the P.S. to the Commissioner-cum-Secretary, Higher Education Department for favour of kind information of Commissioner-cum-Secretary, Higher Education Department

*Sahu*  
15/3/24  
Member Secretary, OSHEC

Memo No. 727

Dated: 15-03-2024

Copy forwarded to the Vice-Chairperson, OSHEC for favour of kind information.

*Sahu*  
15/3/24  
Member Secretary, OSHEC

Memo No. 728

Dated: 15-03-2024

Copy forwarded to the Registrars of State Public Universities/ Principals(Govt./Aided) Colleges/ all RDEs for favour of information and necessary action.

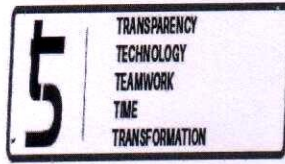
*Sahu*  
15/3/24  
Member Secretary, OSHEC

Memo No. 729

Dated: 15-03-2024

Copy forwarded to the Executive Members/Academic Consultants/ Finance Officer /Dr. Lipsa Misra, Assistant Prof. in Economics of the Council for favour of information.

*Sahu*  
15/3/24  
Member Secretary, OSHEC



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**GUIDELINES  
FOR  
ORGANISING  
THEMATIC MEETINGS/  
CONFERENCES/ WORKSHOPS/ SEMINARS/  
SYMPOSIA/ SCHOOLS  
IN STATE PUBLIC UNIVERSITIES AND COLLEGES**

**HIGHER EDUCATION DEPARTMENT  
GOVERNMENT OF ODISHA**

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## 1. Preamble :

Organisation of thematic meetings, seminars, symposiums, conferences, workshops etc. focussed on current status and future trends in the general and specialised knowledge domains have been a necessary and regular feature of knowledge dissemination, creation and application for societal development. They are held at regional, national and international levels, participated by domain experts, researchers, innovators as well as students. These have been providing interactive platforms for learning from peers, reporting new discoveries and charting new directions in research and innovations. From another point of view, organising international events on cutting edge areas also builds brand value of the concerned university and makes it possible to bring its research in to global attention. While the importance of such events can not be undermined, there is also a need for recalibration aiming at greater relevance to societal needs and generating translational outcomes. The funding for these events is now critically depends on the persona of the organiser and in India mostly secured from agencies like UGC, DST-SERB, BRNS, ISRO, DRDO, CSIR, ICSSR. AICHE ETC. It has also been seen that in Odisha, the state public universities and colleges very often face financial difficulties for funding important national/international meetings and consequently such events are awarded to institutions in other states or countries.

It is in this context and keeping pace with the unique steps initiated by Government of Odisha in building a sustainable research – innovation eco system. HED, Government of Odisha is proposing to set up a structured funding mechanism for providing financial support to Universities and Colleges (both Govt. and Aided) to organise scientific events such as conferences/ symposia/ seminars / workshops/ theme meetings/schools at State, National and international levels that provides adequate exposure to our teachers, researchers and students to share knowledge, experience in various fields with doyens in the field. The primary focus of the scheme is to support events having strong orientation towards cutting edge scientific research in the areas of basic sciences and technology. Similarly, in social science

as well as humanities areas, financial assistance would aim at promoting translational research on policy relevant issues and general academic research output on important social problems.

## **2. Objectives:**

- 2.1 To bring together academicians, experts, researchers, scientists, social organisations from different parts of the state, country and globe to exchange knowledge and ideas. This will provide an in-depth analysis of subjects and update the knowledge of the participants from academic/ research institution.
- 2.2 To establish connectivity with other individuals and research groups to exchange information not only limited to the events but on a regular basis.
- 2.3 To reorient the meetings towards contemporary topics and cutting edge research
- 2.4 To facilitate theme meetings on topics of interest to the state for charting future trajectories of research and support highly focussed schools/workshops for training our faculty in highly contemporary skill

## **3. Defining General Scope of Symposium, Conference, Workshop etc.:**

Symposium is defined as an academic meeting where the participants, who are usually experts as well as researchers in their field, come together to discuss trends, present papers and make recommendations about a specific subject or topic in their area of expertise. It consists of expert lectures and interactive research presentations. In contrast, conference is a gathering of people that share the same interest on a much broader range of topics, where the speakers present papers on generalized themes related to a particular field. Conference is much larger in magnitude. Conferences and symposia are normally 3 to 5 days duration depending on scope and participation. Seminars on the other hand are much smaller in magnitude and are kept focussed on a specific area of advanced studies in which students learn under the guidance of few selected professors. A seminar mostly consists of interactive lectures delivered over durations extending from half a day to one day. The terminology "theme meetings" have recently become a useful concept where experts meet to debate and discuss current status

and future growth trajectory on a specific thematic topic. These are also known as round table meetings of one to two days duration. Workshop and schools are concepts that define a gathering focussing on a particular subject, but unlike symposium, workshop and schools involve learners getting trained in an advanced topic that is not conventionally possible in an HEI. These involve more hands-on activities where participants tend to engage in practical exercises under supervision of experts. The duration of workshop/schools vary from one to three weeks in duration.

#### **4. Eligibility:**

- 4.1 All State Public Universities and Colleges (both Government/Aided), coming under Higher Education Department, Government of Odisha are eligible to apply.
- 4.2 Only Universities can apply for International events. Colleges with P.G. teaching facilities and NAAC A or above Grade can also apply for this.
- 4.3 The HEIs submitting application for financial support for any of the above mentioned event must have valid NAAC accreditation at the time of applying for the event.
- 4.4 "Institutional Development Plan (IDP)" of an Institution is a desirable criterion and will get priority.
- 4.5 Application for support will be entertained even where events are being planned in collaboration with other registered organisations, professional societies etc. The state public HEI must be the hosting collaborator. In cases where in one HEI, a single department or multiple departments are planning in consortium mode, the HEI can apply for an inter-disciplinary seminar /conference.
- 4.6 HEIs are also eligible to apply for partial funding where, resources from other agencies are available. In such cases, all sources of funding secured (head wise) must be disclosed to avoid duplication.



## 5. Nature of Assistance:

The nature of assistance available under the scheme will be under the following categories.

### 5.1 State and National level seminars/ conferences/ workshops:

Colleges/ Universities may be assisted for hosting:

5.1.1 Annual Conferences of recognised academic associations/ academic bodies.

5.1.2 An event will be considered National if one quarter of the registered participants are from Institutions outside Odisha.

5.1.3 Conference/Workshop: Activities organized in collaboration with recognized Academic Associations/ Academic Bodies or Academic/ Professional institutions/ Associations of Business/Industry, Voluntary Organizations, NGO and Registered Societies/Trust, may be encouraged. *In case of collaboration, a letter from academic associations/ Academic bodies or academic/ professional institutions/ associations of business/Industry, Voluntary Organizations, NGO and Registered Societies/Trust, as applicable may be furnished with the application.*

5.1.4 There should be call for papers and delegate participation advertised through academic journals/ websites/ Newspapers.

5.1.5 A college is considered as a unit and may host up to 03 State/ National level activities during a financial year. Financial assistance will not be given for more than one activity to a department in a financial year. However, other departments of the college will be eligible to apply.

5.1.6 In the case of University, each department is considered as an independent unit and maximum 05 State/ National level seminars/ Conferences can be held in a financial year per university. Assistance will not be given for more than one activity to a



Department in a financial year. However, other departments of the University are eligible to apply.

5.1.7 For State/ National level activities, the participants may be provided free/subsidised boarding and lodging by the host institutions, wherever it is possible. Participants may be charged registration fees. Travelling allowances for outstations may be limited and to be decided by the host institute.

5.1.8 Participation of student research scholars must be encouraged by subsidising their travel and local hospitality

## **5.2 International Seminars/ Conferences:**

5.2.1 A conference/symposium or any such event can be considered international, if and only if it has minimum 5 international participants/delegates from other countries who have confirmed their participation. These participants must not be from the same country.

5.2.2 An International seminar/conference may be organised once in 02 years interval in colleges and twice in case of University in a year. The host college must have Post- Graduate Dept. with NAAC "A" or above Grade can apply for this.

5.2.3 Prior Clearance from the Ministry of External Affairs, Govt. of India and State Home Dept. is mandatory. Certificates in that respect must be enclosed along with the proposal.

5.2.4 Participation of foreign delegates is mandatory (minimum 05). Conferences should be international in character.

5.2.5 Payment for travel from outside India is not permissible under this scheme. However, expenditure can be incurred as payment of travelling allowances, only for travel within India.

## **6. Duration of Seminars/ Conferences/ Workshops:-**

6.1 The State or National level Seminars/ Conferences shall be of minimum 02(two) days durations, while International Seminars/ Conferences shall be of minimum 03 (three) days durations.

6.2 The workshops should be designed in such a way that it should not be overcrowded with the participants. Maximum 30 participants can attend every day and it should be of 07 days duration or maximum 30 participants for 07 days.

#### 7. Financial Assistance per event for Seminar/ Conference/ Workshop etc.

Sl. No.	Nature of Events	Max. limit in Lakh (Rs.)
(i)	State level Seminar/ Symposium/ Conference/ Thematic meeting	3.00
(ii)	National level Seminar/ Symposium/ Conference/ Thematic meeting	4.00
(iii)	International level Seminar/ Symposium/ Conference	10.00
(iv)	Schools /Workshops : for a hands on 7 day event	5.00

#### 8. Number of ceiling in Seminars/ Conferences/ Workshops etc.:-

The total number of events to be funded under this program during a financial year will be limited to maximum:-

(i) State level Seminar/ Symposium/ Conference/ Thematic meeting :: **25**

(ii) National level Seminar/ Symposium/ Conference/ Thematic meeting :: **50**

(iii) International level Seminar/ Symposium/ Conference:: **15**

(iv) Schools /Workshops : for a hands on 7 day event:: **15**

The Odisha State Higher Education Council will be the agency to examine the proposals and recommend the quantum of assistance based on case by case merit of the proposals received.

#### 9. The grant may be used for the following purposes:

a. T.A (within India) and honorarium(Rs. 2000/- per day) for Resource Persons ( not belonging to the organising institution)

b. T.A (within India) for paper presentation ( not belonging to the organizing institution)



- c. Pre-Conference Printing (announcements, abstracts)[Online communication must be encouraged.]
- d. Publication of proceedings
- e. Local hospitality including boarding & lodging ( may be restricted to 25% of the total sanctioned amount)
- f. Contingency expenditure

## 10. How to Apply?

Colleges/ Universities which desire to hold the Seminars/ Conferences/ Symposia/Workshops with the financial assistance from the Govt. of Odisha under this scheme should submit their proposals in the prescribed proforma (**Annexure-A**) to the Odisha State Higher Education Council in the Higher Education Department, Government of Odisha **at any time of the year. There will be no advertisement for this purpose. Formats to apply will be available in the HED/OSHEC website.** HEI may submit the proposals well in advance with the following enclosures.

### ***Enclosures required:***

- (i) Certificate from the Convenor( Annexure-B)
- (ii) Endorsement Letter from the Head of the Institution (Annexure-C)
- (iii) List of Keynote speakers (Annexure-D)
- (iv) Announcement brochure
- (v) Technical Program with session wise details and name of the Chair/Co-Chair of each session

***Additional enclosures required, if it is organized in collaboration with a registered society, formed by the Associations/Scientists etc)***

- (i) Registration Certificate of the Society
- (ii) Memorandum of Association and Bye Laws
- (iii) Audited statement of Accounts of the Society of the last 03 years
- (iv) Latest Annual Report

But the committee to approve the proposal will convene twice in a financial year i.e. **May and October**. Funds once released/ sanctioned for organising a particular activity cannot be utilised for any other purposes. It is not mandatory for the Government to accept all proposals.

#### **11. Procedure for approval:-**

The Odisha State Higher Education Council as the coordinating/ executing agency will form an expert committee consisting of Vice- Chairperson as the Chairperson and Finance Officer, OSHEC as the Member Convenor. Member Secretary, OSHEC and Special Secretary/ Additional Secretary/ Joint Secretary, HED in charge of OSHEC will be the members along with 5 experts from 5 domain areas (Physical Sc./ Chemical Sc./ Biological Sc./ Social Sc. & Humanities/ Commerce & Management). Depending on the theme of the proposal, Vice-Chairperson can nominate other domain experts. Once selected by the committee, the list will be submitted to HED, Government of Odisha for approval with the recommendation made by the expert committee. After sanctioned by the Government, 90% of the total sanctioned amount on different heads will be released to the institution and rest 10% will be released only after receiving the 100% utilization, duly audited by the Chartered Accountant/ Govt. Auditors.

#### **12. Procedure for release of Grants:-**

After the approval of the proposal by the Government, the approval letter for the activity will be sent to the organising institutes with the first instalment of 90% of the total grant sanctioned. The amount released can be spent within the allocation under the respective heads/ items. The second and financial instalment (10%) of the sanctioned amount will be released on the receipt of:-

(i) Feedback Form (Annexure-E)

(ii) Duly audited Utilization certificate of the total expenditure , signed by the convenor/ Head of the Institution

(iii) Two copies of proceedings, to be submitted within 03 months after the activity

(iv) Pre- Conference Circulars/ Leaflets etc and 05 good quality photographs

### **13. Other terms and conditions:**

13.1 Eminent personalities in the theme area of the event may be invited to the inauguration event and it should be confined to 30 to 45 minutes, not more than that. It should be immediately followed by Key Note Speaker's address (if any) and Technical sessions. Emphasis must be given on presentation and discussion.

13.2 If it is felt that the inauguration will be of longer duration, then that can be organized at the evening of the 1<sup>st</sup> day.

13.3 Similarly, in the valedictory meeting, the proceedings of the all the technical sessions must be read along with the outcome of the events. This must be sent to the Odisha State Higher Education Council for record and necessary action at this end.

13.4 There should be provision to award the best paper presenter and poster presenter in the valedictory function.

13.5 No application will be considered if there are reports or utilization certificates pending for previous grants given to the grantee institutions as if it is black listed by any Govt. agency.

13.6 The original bills may be retained by the organising for the audit purpose and the photocopies of the bills and statements of Account with audited U.C. should be sent to the OSHEC within 3 months from the date of the event.

13.7 In case the event is cancelled, the funds will have to be returned back to the OSHEC immediately with interest. Prior permission of the Council is required in case the date (s) and/or venue for the activity (activities) is (are) changed.

13.8 Regular faculty members having a Ph.D. degree can apply as Convenor / Co-convenor of the seminar/conference/symposium/workshop.

13.9 Ph.D. / PDF scholars are not eligible to apply as Convenor/ Co-convenor. However, they can be permitted to be a part of the Organising Committee.

13.10 The organising HEIs will maintain a separate and proper account of the grant received by the Government of Odisha.

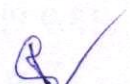
13.11 Unless the U.C submitted by the grantee society/ Institution in respect of the grant already received is accepted by the OSHEC, no further grant will be sanctioned to that institution/ society in future and the amount, objected shall be refunded to the Council.

13.12 The grant released for a particular year shall be utilised only during that year.

13.13 The grant sanctioned shall be duly acknowledged by the society/ Institution in all the publications.

13.14 The permanent and semi-permanent asset acquired wholly or substantially out of the grant, shall not without the approval of the council obtained in writing, be disposed of, encumbered or utilized by the society/ Institution for purposes other than those for which the grant is sanctioned.

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**Annexure-A**

**Application form for seeking financial assistance by the Higher Education Institutions (HEIs) for holding State/ National/ International level Seminars/ Symposia/ Conferences/ Workshops/ Thematic Meetings/Schools**

**Section-A**

1. Activity: Conference/ Seminar/ Workshop/ Symposia
2. Geographical coverage: State level/ National level/ International level
3. Name of Conference/ Workshop/ Seminar/ Symposia/Workshop etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Date: From \_\_\_\_\_ to \_\_\_\_\_

Total number of days:

5. Venue:
6. Name and address of the Organising Institution:-

College/ University name:

Department(s):

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin:

Phone No:

E-mail:

Name of the Affiliating University ( in case of College):

7. NAAC Accreditation: Grade \_\_\_\_\_; Validity up to \_\_\_\_\_

8. Whether HEI has its own 'Institutional Development Plan (IDP)'  
Yes/ No

If Yes, then the period of IDP: From the Year \_\_\_\_\_ to \_\_\_\_\_

9. Name and designation of Convenor/ Organising Secretary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No :( Mobile):

Alternative Phone No:

E-mail Id:



10. Broad details of estimated expenditure (in Rs.) with justification for which financial assistance is sought.

- (i) T.A ( within India) and honorarium (Rs.2000/-) per day for Resource Person \_\_\_\_\_
- (ii) T.A( within India) for paper presenters:
- (iii) Pre- Conference printing  
(Announcements, abstracts etc.)
- (iv) Publication of Proceedings:-Rs.
- (v) Local hospitality including board & loading (25% of the total allocation)
- (vi) Contingencies:

Grand Total= Rs. \_\_\_\_\_

11.Details of assistance sought from other sources:

12.Detailed Proposal of the Activity:

- (a) Title of the activity:
- (b) Background including details of past events organised on the proposed topic:
- (c) Aims/ objectives (within 500words)
- (d) Target audience/ participants with expected number
- (e) Details of sessions:

Please mention themes/ topics to be covered under each Business/ Technical session and names of Chair/ Co-chair / Resource person.

- (f) Expected outcome:

13.If International Seminar/Conference, whether clearance from the Government of India has been obtained : Yes/ No

[If yes, attach supporting documents]

14.In case of International Conference, kindly provide the resource for international travel:-

15.A letter from the Academic Associations/ Academic Bodies or Academic/ Professional institutions/ Associations of Business/Industry, Voluntary Organizations, NGO and Registered Societies/Trust as applicable, must be furnished with the application in case of collaboration.

16.**Enclosures required:**

- (i) Certificate from the Convenor( Annexure-B)
- (ii) Endorsement Letter from the Head of the Institution (Annexure-C)
- (iii) List of Keynote speakers (Annexure-D)
- (iv) Announcement brochure

- (v) Technical Program with session wise details and name of the Chair/Co-Chair of each session

*Additional enclosures required, if it is organized in collaboration with a registered society, formed by the Associations/Scientists etc)*

- (i) Registration Certificate of the Society
- (ii) Memorandum of Association and Bye Laws
- (iii) Audited statement of Accounts of the Society of the last 03 years
- (iv) Latest Annual Report

<b>Signature with Seal</b>  (Head of the Institution i.e. Registrar/ Director/ Principal)  (In case of University/ Academic Institution)	<b>Name and signature of the Convenor/Organizing Secretary</b>
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**Certificate from the Convenor**

**Event Name:**

1. The same proposal for organize conference/ seminar/ workshop/ symposia titled \_\_\_\_\_ has not been submitted elsewhere for financial support; if submitted, kindly furnish the details-
2. I agree, I will submit audited statement of Income and Expenditure, Utilization Certificate and brief report within three months after the completion of the events.
3. I agree, to display the logo of the GoO on all materials being used for the event.
4. I declare I have already submitted all financial papers (Utilization Certificate & Statement of Expenditure) for previous grant received; If not submitted, kindly provide details-
5. I agree to abide by the terms and conditions of the grant, provided by Government of Odisha

Name and signature of the Convenor:

Date:

Place:

Name and signature of the Co-Convenor (if any):

Date:

Place:



**Endorsement from the Head of the Institution**

(To be given on University/ College Letter head)

**This is to certify that:**

1. Dr./Shri \_\_\_\_\_, the convenor of the proposed conference/ seminar/ workshop/ symposia titled \_\_\_\_\_  
\_\_\_\_\_ is working in our University/ College will assume the full responsibility for organizing the same.
2. The convenor is a regular employee of our University/ Institute/ Organization/ College/ Society and working as \_\_\_\_\_ in \_\_\_\_\_ department.
3. The convenor will be governed by the rules and regulations of University/ College and will be under administrative control of the University/ College for completion of all the formalities related to the approved event.
4. The grant will be used to meet the expenses related to the approved event only.
5. The University/ College will submit materials ( i.e. audited income expenditure statement, brief report of the event, copy of certificate, abstract book etc.) related to the approved event to the Odisha State Higher Education Council (OSHEC), Bhubaneswar
6. The University/ College assume to undertake the financial and other management responsibilities of the released grant for the event.

Signature with Seal

(Head of the Institution i.e. Registrar/ Director/ Principal)

(In case of University/ Academic Institution)

Signature of Convener/  
Organising Secretary



**Annexure-D**

**List of key-note Speakers/ Resource Person:**

Sl. No	Name & Designation	Research/ Expertise Area	Affiliated Department and Institute (with full address)	Email Id (Official)	Contact No (Office & Mobile)	Status of Availability ( Confirmed/ Awaited)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**Annexure-E**

**Format for feedback from the Societies/ Institutions on the organised Seminar/ Symposia/ Conference/ Workshop**

-----X-----

1. Name of the organizing institution:
2. Title of the event:
3. Venue and Date (s):
4. Name of the participants:
  - a) From Odisha: \_\_\_\_\_
  - b) Outside Odisha: \_\_\_\_\_
  - c) Outside India: \_\_\_\_\_
5. Expenditure incurred:
6. Amount of grant received from the OSHEC in HED, Govt. of Odisha:
7. OSHEC Sanction letter No/ Date:
8. Major achievements of the event:-
9. Technologies identified/ ready to release:
10. Technological gaps/ policy gaps identified:-
11. Specific recommendations mad to address the gaps:-
12. New thrust areas of relevance identified:-
13. Usefulness of the recommendations for the society:
14. Follow-up action undertaken by the society/ organisation or proposed to be undertaken:
15. Any other remarks:

Signature of the Convenor/  
Organizing Secretary

**N.B.: The above information should reach the OSHEC within 03 months of organizing the event.**

