



UGC Grant for supporting organizing Conferences/Seminars/Workshops

This is to inform all academic departments of the University of Calcutta that in tune with the guideline under the UGC XIIth Plan grant, the general procedures for application, processing and monitoring of the financial support for organizing Conferences/Seminars/Workshops by the departments are as follows. Please contact the DPO office for any further clarification regarding this.

Application form (issued by DPO) can be downloaded from University website.

- Schools or Departments, which organized none or fewer programmes would be given preference
- Academic programmes/activities which are likely to give new awareness and break new grounds may be encouraged.
- Non-SAP supported Departments may be granted up to Rs. 3.0 lakhs for organizing an International 3-day Conference with 5 or more speakers/presenters from abroad, up to Rs. 2.0 Lakhs for organizing International Conference of 2 days with minimum 3 speakers from abroad.
- Non-SAP supported Departments may be granted up to Rs. 2.0 Lakhs for organizing National Level Conferences (2-3 days) with at least 10 presenters from outside the state, up to Rs. 1.0 Lakh for organizing National level conferences (1-2 days) with at least 5 presenters from outside the state.
- Non-SAP supported Departments may be granted up to Rs. 1.0 Lakh for organizing a Regional/State level Conference with at least 5 speakers/presenters/resource persons from outside the University.

Following supports are included under Seminar grant –

- Traveling allowance and incidental expenses for outstation participants, including the resource persons, may be paid as per the rules of the university concerned.
- Secretarial / clerical, including Class IV assistance, transport, office supplies, postage, cyclostyling, Xeroxing and other items as per rules of the university concerned.
- Honorarium to the Director of the Programme and the resource persons should not exceed Rs. 1500/- each.

There is no need to submit any application letter, just the filled in form would be sufficient, accompanied with a budget estimate with respective heads and a list of key speakers/presenters/personnel along with documents showing confirmation by them to attend/accepting the invitation.

The final sanction will be decided by the Vice Chancellor and communicated by the DPO. All bills/vouchers etc. must be processed through the office of DPO. The UGC support must be acknowledged by the organizers in all displays/proceedings/publications etc. Organizers are encouraged to plan for publishing the proceedings, particularly for International Events, with ISBN, if possible.

Development and Planning Officer
3rd Floor, Darbhanga Building
College Street Campus, University of Calcutta

[Download Application Form](#)