

3.3.1.10. Organising Conferences, Workshops, Seminars in Colleges

3.3.1.10.1 Submit Proposal

1: Before Submitting proposal college/university should submit/ update his bank details & institute profile. User should also read guidelines for concerned scheme at URL <http://ugc.ac.in>.

2: To submit proposal, institute should click **Scheme** on the left panel. Following Screen will appear

► Apply for Scheme
Please read user manual before apply any Scheme.

Scheme Code	Scheme Name	Action
[CCS]	Scheme of Community Colleges for Universities and Colleges	Draft 1 Apply
[WS]	Development of Women's Studies in Indian Universities and Colleges	Draft 0 Apply
[EOC]	Equal Opportunity Center/Cell in Colleges/Universities	Apply
[REC]	Remedial Coaching for SC/ST/OBC(Non Creamy Layer) and Minorities	Apply
[CWH]	Construction of Women Hostel in Indian Universities and Colleges	Apply
[SSC]	Organising Conferences, Workshops, Seminars in Colleges	Apply
[COA]	Coaching Classes for entry into Services for SC/ST/OBC(Non Creamy Layer) and Minorities Students	Apply
[SCT]	Coaching for NET/SET for SC/ST/OBC(Non Creamy Layer) and Minorities Students	Apply
[PSN]	Higher Education for Persons with Special Needs(HEPSN)	Apply
[VHT]	Visually Challenged Teachers	Apply
[SIE]	Development of Sports Infrastructure and Equipment	Apply

3: After Clicking on Apply button, following screen will appear

► Organising Conferences, Workshops, Seminars in Colleges

Name of the College	Govt. College of Engineering & Technology
Address	Chak Bhalwal, Jammu
District	Jammu
State	Jammu and Kashmir
Location	Semi-Urban
Mobile No. of Nodal Officer	7838022610
Email of Nodal Officer	priyar.r05@gmail.com
College Type (Govt./Non Govt.) (Aided/Un-aided)	Government Aided
Name of Affiliating University	University of Jammu, Jammu Tawi
Teaching level of College	Bachelor
Year of Establishment of College	1994
Whether College is located under SC/ST/OBC/Minority concentrated district	Yes
Whether College is accredited by NAAC	Yes
CGPA	2.0
Grading	B++
Validity Upto	1/30/16
Regional Office of UGC	Northern Regional College Bureau (NRCB)

Activity Details

Activity Status * -- Select Status --

Activity * -- Select Activity --

Geographical Coverage * -- Select Coverage --

Department * -- Select Department --

Subject * -- Select Subject --

Name of Activity *

Venue of Activity *

Duration of the conference (date, month & year) * From D To Date

No of days *

Name of Convener *

Designation of Convener * -- Select Designation --

Address of Convener * Chak Bhalwal, Jammu

Phone of Convener * STD Code

Mobile No of Convener *

Email of Convener *

Assistance sought from other resources * Yes No

Details of previous grants received from UGC under this scheme

Whether accounts have been settled for previous Grants received from UGC Yes No

Sanction Letter No	Sanction Letter Date	Title of Activity	Amount Sanctioned (₹)	Add	Delete

Broad Details of Estimated Expenditure for which financial help is sought (INR)

Total Number of Resource Persons *

TA (within India) and honorarium (Rs.1000/per day) for Resource Persons * ₹

TA (within India) for Paper Presenters * ₹

Publication of proceedings * ₹

Preconference printing (announcements, abstracts, etc) * ₹

Local Hospitality including board and lodging * ₹

Total ₹

Detail Proposal of Activity * No file selected.
(only PDF not exceeding 200 kb)
 In case the Proposal is not in Hindi OR English, then the summary must be uploaded in Hindi OR English as part of the same PDF.

Whether organised in collaboration with any agency * Yes No

Select Bank Account* -- Select Account Number--
(in which funds are to be transferred)

Select the Bank Account *
(in which funds are to be transferred)

Attach justification of the proposal (in pdf format) * hhh.pdf

4: User enters/ selects required information & press submit button to submit proposal. Acknowledgement number is generated by system & a screen like below will appear after successful submission of proposal.

►Applied for getting financial assistance for Organising Conferences, Workshops,Seminars in Colleges

✔ Your application for Organising Conferences, Workshops,Seminars in CollegesScheme has been submitted successfully .
Please note down the following Acknowledgement Number for tracking your application status.
Acknowledgement No. is **SSC/XII/2016/22884/611**

5: User may view his/her proposal & status of his/her proposal in View Applied Scheme Tab in scheme menu after selecting scheme name & pressing submit button.

►View Applied Scheme

Duration: XII Plan

Scheme: Organising Conferences, Workshops,Seminars,Symposia in Coll

Submit

Show: 10 entries Search:

Ack No.	Duration	Scheme	Status	Action
SSC/XII/2016/22884/485	XII Plan	Organising Conferences, Workshops,Seminars,Symposia in Colleges	Applied	View
SSC/XII/2016/22884/587	XII Plan	Organising Conferences, Workshops,Seminars,Symposia in Colleges	Applied	View
SSC/XII/2016/22884/611	XII Plan	Organising Conferences, Workshops,Seminars,Symposia in Colleges	Applied	View

3.3.1.10.2 Processing of Application by Section officer /Dealing hand

1. UGC Officer Login, following screen will appear to him.

►Scheme

Scheme *: Organising Conferences, Workshops,Seminars,Symposia in Coll

State: All States

Institute Type *: College University

College Type *: All

Duration: XII Plan

Status: All

Submit


2: User selects scheme name as well as other parameters to filter records and click submit button.

3: Screen given below will appear to User. User may view & download the application on clicking Institute name.

Email-To	User Id.	Ack No.	Aishe Code.	Institute Name	Institution Type	State	Status	Applied Date	Action
	C22884	SSC/XII /2016/22884/611	22884	Govt. College of Engineering & Technology	College	Jammu and Kashmir	Applied	2016-08-12 00:00:00.0	Process 1
	C22884	SSC/XII /2016/22884/587	22884	Govt. College of Engineering & Technology	College	Jammu and Kashmir	Applied	2016-08-01 00:00:00.0	Process 1
	C22884	SSC/XII /2016/22884/485	22884	Govt. College of Engineering & Technology	College	Jammu and Kashmir	Applied	2016-05-27 00:00:00.0	Process 1

4: To process application user clicks on Process1 link. Following screen will appear

Click to see the application of Govt. College of Engineering & Technology for the scheme Organising Conferences, Workshops, Seminars, Symposia in Colleges(XII Plan)

Name of College	Govt. College of Engineering & Technology
Address	Chak Bhalwal, Jammu
District	Jammu
State	Jammu and Kashmir
Name of affiliating University	University of Jammu, Jammu Tawi
College Type (Central/State/Deemed)(Aided/Un-aided)	Aided(Government)
Teaching Level	Bachelor
Year of Establishment of College	1994
Mobile No. of College Nodal Officer	7838022610
E-mail of College Nodal Officer	priyar.r05@gmail.com
Whether College is located under SC/ST/OBC/Minority concentrated district.	Yes
Indicate the Class	Minority
Whether College is accredited by NAAC	Yes
CGPA	2.0
Grading	B++
Validity Upto	1/30/16
Activity Details	
Activity Status	Pre-Activity
Activity	Conference
Geographical Coverage	State Level
Department	Area Studies
Subject	Chemistry
Title of Activity	fsdfds
Venue of Activity	hggh
Date From	2/6/07 12:00:00 AM.000
Date To	2/6/08 12:00:00 AM.000
No of days	2
Name of Convenor	fgfdgdf
Designation of Convenor	Principal
Address of Convenor	Chak Bhalwal, Jammu
Phone of Convenor	11111-11111111
Mobile No of Convenor	1111111111
Email of Convenor	hggh@gmail.com
Assistance sought from other resources	No
Details of previous grants received from UGC under this scheme	
Whether accounts have been settled for previous Grants received from UGC	No
Broad Details of Estimated Expenditure for which financial help is sought (INR)	
Expected Registration fee per head	
Expected number of participants	
Expected Total Registration amount	
Total Number of Resource Persons	344
TA (within India) and hon for Resource persons	343
TA (within India) for Paper presenters	676
Pre-Conference Printing	76
Publication of proceedings	776
Local hospitality including Lodging & Boarding	67
Total	1938
Bank Account in which funds are to be transferred	Allahabad Bank 12121212122132
Attachments	
Download detail Proposal of Activity	Download
Whether organised in collaboration with any agency	No
Download supporting document	N/A
Download NOC from from M/O External Affairs(for International Conf. only)	N/A
Download List of foreign delegates(for International Conf. only)	N/A
Print the application after downloading this pdf	
Update Status *	<div style="border: 1px solid black; padding: 2px;"> Select </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> Select Received & Under Processing Rejected </div>
<input type="submit" value="Submit"/>	

5: User may select status between Received & Under Processing and Rejected depending on user proposal. Status Rejected indicates that proposal is not in correct format and Received & Under Processing indicates that proposal is fit for sending to expert Committee. In case user selects Received & Under Processing status & he/she press submit button, following screen appears.

User Application has been Accepted and forwarded to Expert Committee

6: Status of application gets changed to Received & Under Processing as shown below.

Email-To	User Id.	Ack No.	Aishe Code.	Institute Name	Institution Type	State	Status	Applied Date	Action
<input type="checkbox"/>	C22884	SSC/XII /2016/22884/611	22884	Govt. College of Engineering & Technology	College	Jammu and Kashmir	Received & Under Processing	2016-08-12 00:00:00.0	Process 2
<input type="checkbox"/>	C22884	SSC/XII /2016/22884/587	22884	Govt. College of Engineering & Technology	College	Jammu and Kashmir	Applied	2016-08-01 00:00:00.0	Process 1
<input type="checkbox"/>	C22884	SSC/XII /2016/22884/485	22884	Govt. College of Engineering & Technology	College	Jammu and Kashmir	Applied	2016-05-27 00:00:00.0	Process 1

7: Now user again repeats steps 2 & 3, to process application user clicks on Process2 link. Following screen will appear to him.

► Scheme

S.No	Item Title	Estimated Amount	Approved Amount
1	TA (within India) and hon for Resource persons	₹ 343	<input type="text" value="Please fill approved cost"/>
2	TA (within India) for Paper presenters	₹ 676	<input type="text" value="Please fill approved cost"/>
3	Pre-Conference Printing	₹ 76	<input type="text" value="Please fill approved cost"/>
4	Publication of proceedings	₹ 776	<input type="text" value="Please fill approved cost"/>
5	Local hospitality including Lodging & Boarding	₹ 67	<input type="text" value="Please fill approved cost"/>
Total Amount		₹ 1938	<input type="text" value=""/>

Update Status *

8: User may select one of the statuses (Rejected, Approved). It is mandatory to enter amount in all items. Finally he clicks on Submit button. Once section officer/dealing hand change the status of proposal, an alert through SMS/Email goes to respective college.

9: User may view & print synopsis report in Report Tab.

10: College /University may view status of proposal on their respective dashboard.