



**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**

Maharaja Fatehsinghrao Gaekwad Road, Fatehgunj, Vadodara – 390 002, Gujarat, INDIA  
Tel. Ph: (+91-0265) • (Registrar): 2795521 • (DO. GCU): 2793735 • (IA & CAO): 2795506  
• (Dy. R. Exam): 2795502 • (Dy. R. ADE/ADM): 2792032 • (ADE/ADM): 2784062 • (Engineer): 2795512

**CIRCULAR**

No. GCU-1/SADF-Seminar Grant/2022-23/94

Date: 24 MAY 2022

To,  
All the Deans of Faculties  
All the Principals of Colleges  
All the Heads of Institutions  
The Maharaja Sayajirao University of Baroda  
Vadodara

**Sub.: Financial Assistance for organizing Seminar / Symposia / Conference from the "Staff Academic Development Fund" of University for the year 2022-2023 as approved vide S.R. No. 14 dated 10.05.2022.**

Sir / Madam,

This is to inform that the proposals are invited for organizing the Seminar/Symposia/Conference etc. during the year 2022-2023 under "Staff Academic Development Fund" of the University, as approved vide S.R. No. 14 dated 10.05.2022.

You are requested to note the following while preparing proposal:

- Financial assistance required under the "Staff Academic Development Fund" for the event must be submitted in the enclosed proforma.
- A brief note stating significant features (objective, target audience, theme/topic etc.) of the programme must be included with the proposal.
- The Director of the programme should also give details about preparation of the programme like first call for inviting papers, collaboration with other organizations, correspondence with participants, venue, duration etc.
- Those who are planning for international event should obtain necessary clearance from UGC/GOI first, if necessary.
- **The proposals in DUPLICATE must reach this office on or before 15<sup>th</sup> September 2022.**

You are requested to circulate the same in all the departments of your Faculty/ Colleges/ Institutions for wide participation.

Yours Sincerely,

  
Development Officer

Encl.: Proforma

Copy f.w.es. to: -

1. P.S. to VC/Registrar (offg.) for information
2. Section A/Audit



**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA  
VADODARA**

**Proforma for Financial Assistance for conducting Seminars/Symposium and Conference  
from the "Staff Academic Development Fund" of the University for the year 2022-2023  
(At International/National/State Level)**

1. Name of the Programme :
2. State the Level of Programme : International/National/State
3. Duration of the Programme : No. of Days \_\_\_\_\_  
: Date/s \_\_\_\_\_
4. Name and Address of the Director/s :
5. Number of Participants expected to enrolled including Resource Persons : Outstation participants \_\_\_\_\_  
Outstation Resource Persons \_\_\_\_\_  
Local Participants \_\_\_\_\_  
Local Resource Persons \_\_\_\_\_  
Foreign Participants \_\_\_\_\_  
Total Participants \_\_\_\_\_
6. Financial Assistance requested : Rs. \_\_\_\_\_

Budget Head		Estimated Amount
a.	Boarding charges for outstation Participants/Resource persons per day	
b.	Hospitality charges for local participants/Resource persons per day	
c.	D.A. to Foreign participants(if any) per day	
d.	T.A. and incidental charges for outstation participants	
e.	Internal travel to Foreign participants(if any)	
f.	Honorarium to Resource persons	
g.	Contingency	
<b>Total</b>		

7. Expected income from other sources:

	Name of Source	Expected Income in Rs.
1.		
2.		
3.		

8. If availed seminar grant during the year 2018 - 2019 please attach photocopy of certified expenditure statement.

I shall submit the audited accounts of the total expenditure within 45 days of the completion of the programme.

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Signature and Seal of the Director

Additional Information to be given by each Director/Co-ordinator.

1.	Please give a short note (a paragraph) explaining the theme of the proposed program proposal.
2.	Details of last Seminar/Symposia/Conference organized by you
a.	Theme of the program
b.	Date
c.	Amount Sanctioned
d.	Source of funding
e.	List of Resource persons invited
3.	Is your department covered under special grants like DRS/DSA/CAS/Any other having provision for such programs? Please specify.
a.	Sanction date
b.	Total amount sanctioned
c.	Thrust area
d.	Amount Sanctioned for organizing seminar under this programme

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