



*Propelling Punjab to A Prosperous Knowledge Society.....*

**Partial Financial Assistance  
for Organizing Conference (PFAOC)  
(National / International)**

**PUNJAB TECHNICAL UNIVERSITY**

Jalandhar-Kapurthala Highway, Near Pushpa Gujral Science City  
Kapurthala-144601 (Punjab)

Ph.: 01822-662562

Fax: 01822-662573

[deanacad.ptu@gmail.com](mailto:deanacad.ptu@gmail.com)

[www.ptu.ac.in](http://www.ptu.ac.in)



# ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ

## PUNJAB TECHNICAL UNIVERSITY JALANDHAR

(Established by Punjab Govt. Act No. 1 of 1997)

*Propelling Punjab to A Prosperous Knowledge Society.....*

Jalandhar-Kapurthala Highway, Kapurthala-144601. Ph: 01822-662562, Fax: 01822-662573

### GENERAL GUIDELINES FOR AVAILING PARTIAL FINANCIAL ASSISTANCE FOR ORGANIZING CONFERENCE AT NATIONAL / INTERNATIONAL LEVEL

#### SCHEME

Under the Scheme of “**Partial Financial Assistance for Organizing Conference (National / International) (PFAOC)**”, the university is providing the partial financial assistance for organizing Conference at National / Inter-National level, in the field of Engineering and Technology, Applied Sciences, Architecture, Town Planning, Management, Pharmacy, Applied Arts & Craft and such other areas. The scheme is intends to promote Research and Development in Technical Education by a way of providing forum for interaction of academicians and working professionals and opportunity for sharing of innovations and inventions. Preference shall be given to topics of interdisciplinary nature, emerging and thrust areas in Technical Education.

**Any Institution affiliated to Punjab Technical University is entitled for this grant.** The grant is limited maximum to ₹ 1,00,000 to a institute, which can be utilized for more than one conferences.

#### TERMS & CONDITIONS

1. Only PTU affiliated Colleges / Institutions are entitled for the grant under the Scheme of **PFAOC**.
2. The proposals should reach the office of **Dean (Academics)** at PTU at least three months in advance to the dates of Conference. Proposals received under this scheme (**PFAOC**) are evaluated by duly constituted Expert Committee.
3. The assistance is in the form of token grant to meet partially, the expenses incurred in organizing the Conference.
4. The maximum amount of grant, which may be given to any PTU affiliated college is as follows:

Type of Event	Maximum Amount of Grant (₹)
(a) 1 Day Workshop / Seminar	30,000/-
(b) 2 Day National Conference	50,000/-
(c) 2 Day International Conference	70,000/-
(d) 3 Day International Conference	1,00,000/-

5. In case of Collaborating with Professional Societies, the funds shall not be diverted to the professional societies. All the expenditures are to be made by the Grantee Institution only (affiliated to PTU).
6. The sanction once made to organize a specific conference, in any case, cannot be utilized for any other purposes or to organize some other Conference / Seminar / Symposium.
7. Certificate of clearance from Govt. of India is essential for conducting International Conferences / Symposia.
8. Prior permission of PTU is required, in case date(s) for the Conference is/are changed.
9. Applications will only be accepted in the prescribed application format for **Partial Financial Assistance for Organizing Conference at National / International Level**, provided in this brochure.
10. The application has to be submitted duly counter-signed by Director / Principal of the Institution. Incomplete applications shall not be entertained.



11. The information must be sent to PTU, if the event is cancelled, after sanction of grant.
12. Application format (*duly typed*), complete in all respect, with all the requisite documents should be sent to **“The Dean (Academics), Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala-144601 (Punjab)”**, preferably through registered / speed post or may also be submitted personally. The Envelope should be super-scribed with **“Application for Partial Financial Assistance for Organizing Conference (National / International) (PFAOC)”**
13. The application formats should be properly bound to avoid any lose paper – PTU shall not be responsible for loss of any documents.
14. Main Banners, Certificates and Proceedings of the event, should include the Logo and the Name of PTU, if grant is sanctioned to the Institute.
15. The amount sanctioned under this scheme shall be reimbursed through crossed cheque/draft (in favour of Director / Principal of the Institute) on receipt of Statement of Expenditure / Utilization Certificate, on prescribed format for Reimbursement, alongwith requisite documents, duly signed by Director / Head of the Institute, with office seal.



# ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ

## PUNJAB TECHNICAL UNIVERSITY JALANDHAR

(Established by Punjab Govt. Act No. 1 of 1997)

Propelling Punjab to A Prosperous Knowledge Society.....

Jalandhar-Kapurthala Highway, Kapurthala-144601. Ph: 01822-662562, Fax: 01822-662573

### APPLICATION FORM FOR GETTING PARTIAL FINANCIAL ASSISTANCE FOR ORGANISING CONFERENCE (NATIONAL / INTER-NATIONAL)

APPLICATION NO.: ( for office use )

<b>A. BRIEF ABOUT EVENT &amp; COLLEGE DETAILS:</b>	
1. Event / Activity (Tick mark <input checked="" type="checkbox"/> )	<input type="checkbox"/> Seminar / <input type="checkbox"/> Symposium / <input type="checkbox"/> Workshop / <input type="checkbox"/> Conference
2. Geographical Coverage (Tick mark <input checked="" type="checkbox"/> )	<input type="checkbox"/> Regional / <input type="checkbox"/> National / <input type="checkbox"/> International
3. Broad Subject Area (Tick mark <input checked="" type="checkbox"/> )	<input type="checkbox"/> Engg. Sciences / <input type="checkbox"/> Applied Sciences / <input type="checkbox"/> Other / <input type="checkbox"/> Life Sciences / <input type="checkbox"/> Pharmaceutical Sciences
4. Name of Conference	
5. Date(s)	
6. Venue	
7. Name of the affiliated College	
8. Address of the affiliated College	
9. College E-mail ID	
10. Contact No(s).	
11. Website Address of affiliated College	
<b>B. CONTACT PERSON DETAILS:</b>	
12. Name of Contact Person (in CAPITAL Letters)	
13. Designation	
14. Role in Conference (Tick mark <input checked="" type="checkbox"/> )	<input type="checkbox"/> Patron <input type="checkbox"/> Chairman <input type="checkbox"/> Co-chairman <input type="checkbox"/> Organising Sec. <input type="checkbox"/> Co-organising Sec. <input type="checkbox"/> Convener <input type="checkbox"/> Co-convener <input type="checkbox"/> Other
15. Address for Correspondence	
16. E-mail ID	
17. Mobile No. / Contact No(s).	
<b>C. EVENT RELATED DETAILS:</b>	
18. Whether the Same Event was organised earlier? (Tick mark <input checked="" type="checkbox"/> )	<input type="checkbox"/> YES / <input type="checkbox"/> NO If Yes, either it is conducted <input type="checkbox"/> annually, <input type="checkbox"/> bi-annually, <input type="checkbox"/> not at regular intervals <i>Attach Report like- Dates, Venue, Brief Details</i>
19. List of various Technical Sessions of this event to be attached?	Attached: <input type="checkbox"/> YES / <input type="checkbox"/> NO (Tick mark <input checked="" type="checkbox"/> )
20. Whether brief statement of objective of the Event, highlighting its importance in National context is attached or not?	<input type="checkbox"/> YES / <input type="checkbox"/> NO (Tick mark <input checked="" type="checkbox"/> )
21. Number of delegates, expected to participate:	(a) National Delegates ..... (b) Foreign Delegates ..... (c) Research Students ..... (d) Any Other .....
22. No. of Principal Speakers, who will be delivering keynote Address.	..... (List of Names & Addresses, alongwith Technical Session details to be attached)
23. Total No. of Delegates Expected to participate.	.....



24. No. of Delegates, to whom TA /DA will be paid.		.....				
25. Will the proceedings of the event be published? If YES, No. of Copies to be printed: Will the proceedings be priced? If YES, Price of One Copy (₹):		<input type="checkbox"/> YES / <input type="checkbox"/> NO  ..... <input type="checkbox"/> YES / <input type="checkbox"/> NO .....				
<b>D. FINANCE RELATED DETAILS:</b>						
26. Total Anticipated Expenditure Under Following Heads:						
S. No.	Particulars	Total Expenditure (₹)	Grant Requested from other Agencies (₹)	Contribution of the Organising Institute (₹)	Amount Required from PTU (₹)	
(a)	TA / DA of Experts					
(b)	Pre-Conference Printing					
(c)	Stationery					
(d)	Secretarial Assistance					
(e)	Publication of Proceedings					
		<b>Grand Total (₹)</b>				
27. Details of Income from various Sources for the proposed event:						
S. No.	Source of Funds	Amount Requested / Expected (₹)	Grant Received / Committed (₹)	Items, for which grants have been requested		
<b>I From Funding Agencies</b>						
(a)						
(b)						
(c)						
<b>II From Other Sources</b>						
(a)	By Registration					
(b)	By Advertisement					
(c)	Contribution of Institute					
		<b>Grand Total (₹)</b>				
28. Grant Received by the College, from PTU under PFAOC, in the current financial year:						
S. No.	Name of Event	Type of Event <i>(Seminar / Symposium / Workshop /Conference)</i>	Date(s) of Event	Grant Sanctioned (₹)	Grant Reimbursed (₹)	Utilization Certificate Status
(a)						
(b)						
29.	Any Other point					

**Note:** Copies of Audited Utilization Certificates separately for each above grants received from PTU, in the current financial year (*as per Point 28*) may please be enclosed. This request for this grant would be considered only, if audited Utilization Certificates of the previous ones has been sent as well as copies enclosed herewith also.

**CERTIFICATE FROM THE APPLICANT / ORGANISING SECRETARY****This is to certify that**

- The details given above are true to the best of my knowledge and belief. If any information is found incorrect at a later stage, the entire money will be paid back to the University.
- The money received will be used for the purpose, for which it is requested.
- In case financial assistance is received from the organization or any other agency, the amount granted by the PTU will be paid back.
- I/we shall abide by the rules & regulations of PTU.

Signature of Applicant /  
Organising Secretary

Name: .....

Place: .....

Address: .....

Date: .....

.....

**CERTIFICATE FROM THE DIRECTOR / PRINCIPAL OF THE INSTITUTION****This is to certify that**

- The Institution/College is affiliated to PTU.
- Institution has no objection, if the above said Seminar/Symposium/Conference on \_\_\_\_\_ is organized in the Institute's premises from \_\_\_\_\_ to \_\_\_\_\_ date.
- Space and other infrastructural facilities would be extended for organizing the aforesaid Seminar / Symposium /Conference
- The funds shall be utilized for the purpose, for which, it will be sanctioned.

Signature of Head of Institution  
Director / Principal (with office seal)

Place: .....

Date: .....

**FOR OFFICE USE ONLY****COMMENTS OF RECOMMENDING COMMITTEE AT PTU**1. **Proposal Accepted**  YES /  NO

Recommended for amount of ₹ .....

Signatures of Recommending Committee:

1. .... 2. .... 3. ....

.....  
(Name).....  
(Name).....  
(Name)



**CHECK LIST****(I) ENCLOSURES REQUIRED PERTAINING TO THE EVENT** *(Please tick  below accordingly)*

- (a) Brief statement of objective of the Event, highlighting its importance in National context.
- (b) Brochures/Information Booklets/Copy of Announcement.
- (c) List of International/National/Local Organizing Committees.
- (d) Detail Technical Programme giving details of technical sessions and their Chairmen etc.
- (e) Report of the Same Event, if organised earlier.
- (f) Copies of Audited Utilization Certificates separately for each grants received from PTU, in the current financial year.
- (g) The action plan for implementation of recommendation of the previous event should also be discussed.
- (h) Copies of clearance letters thus obtained from Nodal (Administrative), External and Home Affairs Ministries in respect of the foreign participants / delegates likely to attend the event.

**II. INSTRUCTIONS**

1. The application has to be submitted duly counter-signed by Head of the Institution OR President/Secretary. **INCOMPLETE, AND THE APPLICATION NOT SIGNED BY THE HEAD OF INSTITUTION WILL NOT BE ENTERTAINED.**
2. Please send the Application format *(duly typed)*, complete in all respect, with all the requisite documents, to “**The Dean (Academics), Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala-144601 (Punjab)**”, preferably through registered / speed post or may also be submitted personally.
3. The application formats should be properly bound to avoid any lose paper – PTU shall not be responsible for loss of any documents.



# ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ

## PUNJAB TECHNICAL UNIVERSITY JALANDHAR

(Established by Punjab Govt. Act No. 1 of 1997)

Propelling Punjab to A Prosperous Knowledge Society.....

Jalandhar-Kapurthala Highway, Kapurthala-144601. Ph: 01822-662562, Fax: 01822-662573

### PERFORMA FOR RE-IMBURSEMENT AGAINST ALREADY SANCTIONED PARTIAL FINANCIAL ASSISTANCE FOR ORGANISING CONFERENCE (NATIONAL / INTER-NATIONAL)

APPLICATION NO.: .....

<b>A. BRIEF ABOUT EVENT &amp; COLLEGE DETAILS:</b>	
1. Event / Activity (Tick mark <input checked="" type="checkbox"/> )	<input type="checkbox"/> Seminar / <input type="checkbox"/> Symposium / <input type="checkbox"/> Workshop / <input type="checkbox"/> Conference
2. Geographical Coverage (Tick mark <input checked="" type="checkbox"/> )	<input type="checkbox"/> Regional / <input type="checkbox"/> National / <input type="checkbox"/> International
3. Broad Subject Area (Tick mark <input checked="" type="checkbox"/> )	<input type="checkbox"/> Engg. Sciences / <input type="checkbox"/> Applied Sciences / <input type="checkbox"/> Other / <input type="checkbox"/> Life Sciences / <input type="checkbox"/> Pharmaceutical Sciences
4. Name of Conference	
5. Date(s)	
6. Venue	
7. Name of the affiliated College	
8. Address of the affiliated College	
9. College E-mail ID	
10. Contact No(s).	
11. Website Address of affiliated College	
<b>B. CONTACT PERSON DETAILS:</b>	
12. Name of Contact Person (in CAPITAL Letters)	
13. Designation	
14. Role in Conference (Tick mark <input checked="" type="checkbox"/> )	<input type="checkbox"/> Patron <input type="checkbox"/> Chairman <input type="checkbox"/> Co-chairman <input type="checkbox"/> Organising Sec. <input type="checkbox"/> Co-organising Sec. <input type="checkbox"/> Convener <input type="checkbox"/> Co-convener <input type="checkbox"/> Other
15. Address for Correspondence	
16. E-mail ID	
17. Mobile No. / Contact No(s).	

### C. DETAILS OF TOTAL EXPENDITURE INCURRED ON THE EVENT:

S. No.	Particulars	Total Expenditure Proposed (₹)	Total Expenditure Made (₹)	Grant Received from other Agencies (₹)	Contribution of the Organising Institute (₹)	Amount to be Reimbursed by PTU (₹)
(a)	TA / DA of Experts					
(b)	Pre-Conference Printing					
(c)	Stationery					
(d)	Secretarial Assistance					
(e)	Publication of Proceedings					
	<b>Grand Total (₹)</b>					

(Copies of all Payment Bills, for S.No. (a) to (e), duly attested by Head of Institution, to be enclosed)

**D. GRANT SANCTIONED BY PTU: ₹** .....

(Attested copy of Sanction Letter to be attached)



**CERTIFICATE FROM THE APPLICANT / ORGANISING SECRETARY****This is to certify that**

- a) the details given above are true to the best of my knowledge and belief. If any information is found incorrect at a later stage, the entire money will be paid back to the University.
- b) the money claimed is used for the purpose, for which it was sanctioned.
- c) in case financial assistance is received, later from the organization or any other agency, the amount reimbursed by PTU will be paid back.
- d) the Audited Utilization Certificate will be furnished as per requirement.
- e) I/we shall abide by the rules & regulations of PTU.

Signature of Applicant /  
Organising Secretary

Name: .....

Address: .....

Place: .....

Date: .....

**CERTIFICATE FROM THE DIRECTOR / PRINCIPAL OF THE INSTITUTION****This is to certify that**

1. the Institution/College is affiliated to PTU.
2. the above said Seminar/Symposium/Conference on \_\_\_\_\_ was organized in the Institute's premises from \_\_\_\_\_ to \_\_\_\_\_ date.
3. the amount of sanctioned grant is utilized for the purpose, for which, it was sanctioned.
4. the Audited Utilization Certificate will be furnished as per requirement.

Signature of Head of Institution  
Director / Principal (with office seal)

Place: .....

Date: .....

**Checklist of documents enclosed:** (Tick mark ✓ in the box , for every attached document)

1. Attested copy of University Sanction Letter for availing the financial assistance under PFAOC.
2. Attested copies of all Payment Bills.
3. Documents regarding support from other agencies, if any.
4. Report on the conduct of the event, including other scientific and technical activities undertaken during this period.
5. Sample of certificate awarded to participants.
6. Three hard copies of conference proceedings, also in the form of CD, Wherever possible.
7. Copies of Press Coverage of the Event (if any).