

Guideline for Workshop funded by ICPR

All applications for financial assistance to organise workshops must be submitted in ICPR format that can be downloaded from ICPR website.

Application may be scanned and sent to the council (email address: icpr@bol.net.in) But a hard copy of the original application, along with all the documents, must be submitted to the council through proper channel. Applications may be sent in any time in the year. The proposals are evaluated by Academic Advisory Committee for consideration of the Research Project Committee. The committee meetings are generally held 4 to 5 times a year to consider and decide the proposals received, subject to availability of fund. ICPR may send one or more observers from its officers to attend the workshop.

Organizations eligible for assistance :

Proposals submitted by an organization should fall in one of the following categories:

- A. Central University
- B. State University
- C. College affiliated to either A or B above.
- D. Institution of national Importance receiving grant from UGC/Central Government
- E. Research Institute funded by Central/State Government
- F. Deemed University
- G. NGO/Society engaged in promotion of philosophical research. To be eligible to seek financial assistance under this scheme, NGO/Society must be non-profit making and registered under the Societies Registration Act.

Types of expenditure permissible under this assistance

It is being formed that ICPR allows budgeting on specific heads that are essential for the organization of the workshop and therefore organisers are advised to limit their expenses to specific budget heads only.

The following heads may be considered permissible/non-permissible

S.No.	Particulars	Permissible
1.	International travel	No
2.	Domestic Travel	Yes (only by Air India/Indian Airlines)
3.	Accommodation to foreign participants	Yes
4.	Accommodation to Indian participants	Yes
5.	Tea, snacks, lunch and dinner	Yes
6.	Transport	Yes

7.	Stationary	Yes
8.	Xeroxing	Yes
9.	Secretarial Assistance	Yes
10.	Honorarium for Rapporteur	Yes, up to Rs. 2000/-
11.	Contingency	Yes, not more than 20% of the total budget.
12.	Per-diem to the resource persons	No
13.	Publication	No

TA and Honorarium for the Workshop Coordinator

Domestic travel by flight (preferably by Air India/Indian Airlines) or by train (AC II tier) may be permissible to the Course Coordinator. A lump sum honorarium of Rs. 5,000/- for less than ten days, Rs. 10,000/- for ten days and Rs. 15,000/- for above ten days may be given as honorarium to the Coordinator of the workshop. However the Coordinator may not be entitled to draw honorarium for taking classes in the same workshop. Since accommodation will be paid by the organiser, no DA is permissible to the Course Coordinator.

TA and Honorarium for Resource persons

Domestic travel by flight (preferably by Air India/Indian Airlines) or by train (AC II tier) may be permissible to the resource persons. Resource persons may be paid an honorarium @Rs. 1000/- per lecture and one resource person may not deliver more than five lectures. Each lecture session may continue for 90 minutes. Since accommodation will be paid by the organiser, no DA is permissible to the resource person. The resource person may provide the abstract of his/her lecture well before the course to the Workshop Coordinator.

TA for participants: Participants may be entitled to AC III tier train journey by the shortest route.

Duration: The duration of a workshop may be between 5-15 days.

Number of participants : The number of participants in a workshop may vary from 10-30.

Reading materials: Not more than 10% of the total sanctioned budget may be spent on account of reading materials.

Other terms and conditions for the release of funds:

1. The grantee institution should inform the council any financial assistance received from other sources for the same workshop.
2. The approved funds will be released in two instalments. Initially **90%** of the sanctioned amount may be released on receiving of the pre-receipt. In case the bank details of the organising institution like address, IFSC code, account number, telephone number with STD code of the bank and permission of the Head of The Office to transfer the grant directly to the institution's bank account are available, the grant can be directly credited to the account without the pre-receipt. The second and final instalment of **10%** of the sanctioned amount may be released after receiving the following documents:

[A]. One copy of seminar papers in bound form (a soft copy of the same may also be sent);

[B]. Audited statement of accounts duly certified by the Chartered Accountant mentioning the total grant received and accompanied by the photocopies of expenditure vouchers;

[C]. Utilization Certificate duly certified by the Chartered Accountant and

[D]. Rapporteur's report on the seminar incorporating the issues raised in the papers presented and during the discussions. Also an indication of whether the theme of the seminar was adequately covered in the seminar proceeding must also be present in the report. All these documents must be received by the office **within one month after the seminar**, failing which it will be treated that remaining 10% is not required to be paid to the organiser. These organisations/Institutions will not be considered for any future grant. All payments will be made to the Principal/Registrar/Finance officer/Head of Department/Director of the institute concerned. No payment can be made in an individual's name.