

### **Guidelines for Seminars Funded by ICPR**

All applications for financial assistance to organise seminars must be submitted in ICPR format that can be downloaded from ICPR website. To apply for financial assistance for holding **International Seminar/Conference**, organiser is required to submit a clearance certificate from Govt. of India to ICPR along with the application. Although seminar proposals reflecting interdisciplinary areas are welcome, the proposals must have a substantial philosophical content.

#### **Organizations eligible for Financial Assistance :**

1. 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 organisation and registered under the Societies Registration Act.
  
2. Application may be scanned and sent to the council (email address: [icpr@bol.net.in](mailto: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 seminar.

#### **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 seminars and therefore organisers are strongly recommended to limit their expenses to these only.

#### **The following heads will be considered permissible**

<b>S.No.</b>	<b>Particulars</b>	<b>Permissible</b>
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.	Contingency	Yes, not more than 20% of the total budget.
11.	Honorarium to paper writers	Yes, not more than Rs. 2,500/- per person. Not more than five papers may be allowed to be presented a day. Not more than 25% of the participants should be allowed to present papers.
12.	Honorarium for Rapporteur (one)	Yes, not more than Rs. 2000/-
12.	Per-diem to the paper writers	No
13.	Publication	No

#### **Other terms and conditions for the release of funds**

1. The institution should inform the council any financial assistance received from other sources for the same seminar.
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 i.e., address, IFSC code, account number, telephone number with STD code of the bank and permission of the Head of the Office/Institution 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 expenditure incurred 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. An indication, whether the theme of the seminar was adequately covered in the seminar proceeding must also be reflected in the report.

All these documents must be received by the office **within one month after the seminar**, failing which it will be understood that remaining 10% is not required to be paid to the organiser. Also, such organisations/Institutions will not be considered for any future grant for any academic activities. 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.