



## W. B. State Council of Higher Education

[A Statutory Body established under the West Bengal Act XXXVII of 1994]

147A, RASHBEHARI AVENUE, KOLKATA 700 029

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**Notice**

**05 December, 2014**

**Sub: Financial support for arranging seminars/symposia /workshops etc. during the financial year 2014-15**

“State-wide Universities Network (SUN)”, a project undertaken by the West Bengal State Council of Higher Education(WBSCHE), has become very popular to enhance academic interaction and exchange of thoughts among teachers, research scholars and students of various academic institutions of the state. To organise such a programme for a subject it was decided that a team comprising two (may be more in some cases) respective departments of state universities would be formed and the West Bengal State Council of Higher Education (WBSCHE) would play the role of a catalyst and help the team implement the programme. Subsequently, for proliferation of this idea it was decided to include UG colleges and Institutes of National Importance under this project.

**Fresh applications** are invited from state aided colleges, different departments of state universities and Institutes of National importance to organise seminars/symposia /workshops etc. on collaborative basis between two or among three organisations, preferably including a (relatively) new one. The main idea to organize such academic programmes is to help upgrade the standard of the institutions and to proliferate education in the state.

Please use the application form detailing the seminars/symposia /workshops etc. (use separate sheet, if necessary) and apply within 31 January, 2015. Also send a soft copy of your application to the email mentioned below. A hard copy of the same must also be sent to the undersigned .

Dr Phalguni Mukherje  
Joint Secretary  
([phalguni.mukherjee@gmail.com](mailto:phalguni.mukherjee@gmail.com))

## APPLICATION FORM

1. Title of Conference/Workshop/Seminar: .....

2. Date(s) :From .....to.....

3. VENUE :

4. Names & Designations of Convenors/Organising Secretaries:

.....  
.....

5. Broad details of estimated expenditure for the proposed programme:

a. Honorarium & Conveyance for Resource Persons: Rs.....

b. Printing, postage & stationery: Rs.....

c. Publication of Proceedings: Rs.....

d. Local Hospitality including board and lodging: Rs.....

**( GRAND TOTAL):** Rs.....

6. Details of assistance sought from WBSCH:

7. Details of financial support (s) previously received by the organising college(s) from WBSCH:

Sl. No.	WBSCH Sanction letter no. & Date	Title of Activity (Seminar/Conference etc.)	Amount sanctioned(Rs.)	Whether accounts have been settled
1.				
2.				
3.				

8. Detailed proposal of the activity:

A. Title of the activity:

B. Aims/objectives:

C. Target audience and expected number of participants:

D. Details of Sessions with names of Resource Persons:

9. Grant received or expected to receive from various agencies other than the WBSCHÉ for this Activity

Sl. No.	Name of Agency	Grant Received
1.		
2.		
3.		
	Total:	

10. Details of internal revenue, if any, generated by the Institution/Department on account of this Activity:

1)

2)

Names & Signatures of  
Convener(s)/Organizing Secretaries

Head of the host Institute

Place:

Date:

FORMAT FOR STATEMENT OF EXPENDITURE & UTILIZATION CERTIFICATE (U/C) #

1. WBSCHS Letter No. With date:
2. Title of the Conference/Workshop/Seminar:
3. Names of the Conveners/Organizing Secretaries:
4. Number of Participants attended:
5. Duration of the Activity(with dates):

Sanction No. & Date	Grant sanctioned now	Details of expenditure incurred item-wise	Amount(Rs.)
		1. Honorarium & Conveyance for Resource Persons	
		2. Printing, postage & stationery:	
		3. Publication of Proceedings:	
		4. Local Hospitality including board and lodging	
		<b>Total:</b>	
		Grant Received	
		Balance to be received, if any	

It is certified that the amount of Rs.....(Rupees.....) out of the total grant of Rs.....(Rupees.....) sanctioned to..... by the West Bengal State Council of Higher Education vide its letter No.....dated..... under.....scheme has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission.

If as a result of check or audit objection some irregularities are noticed at a later stage, action will be taken for refund, adjustment or regularization.

.....  
Name and signature of Conveners/Organizing Secretaries

.....  
Name & Signature of Head of the host Institution(with seal)

.....  
Signature of the Govt. Auditor/Chartered Accountant (with seal)

[# Must be submitted within 30 days from the date of holding the programme, otherwise the claim may not be approved.]