

**Rules & Regulations
and
Application format**

**Scheme for Financial assistance to
Seminars/Symposia/Workshops/Training
Programmes**

CENTRE FOR ENGINEERING RESEARCH AND DEVELOPMENT

College of Engineering Trivandrum Campus
Thiruvananthapuram. Pin 695 016

Scheme for conducting Seminar/ Symposia/ Workshop to promote Research

Guidelines

1. The application for financial assistance in the prescribed format should be submitted in triplicate to the Director, CERD, College of Engineering Trivandrum Campus Thiruvananthapuram. Pin 695 016.
2. The application should reach the CERD office, preferably 60 days in advance of the proposed date of the programme.
3. The details of the sessions, expected number of participants, list of Resource Persons, number of outstation delegates and a write up on the significance of the programme for the State/Nation/academic advancement shall be accompanied in all applications.
4. The Budget Estimate should be item-wise as far as possible

Rules

These rules may be called the 'Rules for grant of financial assistance to Seminars, Symposia, Workshops, Training Programmes of CERD'.

1. Financial assistance under these rules may be granted to Government Engineering Colleges in Kerala for holding Seminar, Symposia, Workshop, Training programmes for promoting Engineering and Technology related Research.
2. Proposals for financial assistance will be screened and approved by the duly constituted Committee, and sanctioned by Director, CERD subject to availability of funds.
3. Financial assistance will be released to the coordinator through the President of Satellite centre (Head of the Institution)

4. The maximum assistance to a programme is limited to Rs 60000/- (Rupees Sixty Thousand only) as detailed below:

No	Particulars	Amount (Rs.)
1	Honorarium of experts	12000
2	TA/DA and Accommodation of experts/ participants	28000
3	Course material/ course kit	5000
4	Light Refreshment/Lunch	6000
5	Printing, postage, banners etc.	3000
6	Charges for supporting services	1500
7	Stationery/Consumables	1500
8	Honorarium to coordinator	2000
9	Contingencies	1000
	Total	60000

5. The audited financial Statements (Utilization certificate and Statement of Expenditure in the prescribed format) and the necessary documents on the Programme shall be furnished to the Director, CERD, within **two months** from the date of the programme.
6. The CERD reserves the right to verify the accounts by any officer authorized to do it and is open to audit by Accountant General.
7. The CERD reserves the right to further restrict/deny payment for any programme, if the conditions laid down are not adhered to.
8. The recipient organization shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.

CENTRE FOR ENGINEERING RESEARCH AND DEVELOPMENT
College of Engineering Trivandrum Campus
Thiruvananthapuram. Pin 695 016

Application for Financial Assistance
Seminars/Symposia/Workshops/Training Programmes

1. Title of the Seminar/Workshop/Symposium/Training Programme :
2. Name and address of Coordinator organizing the programme:
(Brief Bio-data to be enclosed, *Cell No. and E-mail are mandatory*)
3. Subject area/s covered:
4. Collaborating institutions/Organizations (if any) :
5. Proposed date/s of the programme with venue details:
6. Importance of the programme with its regional/national significance :
7. Number of participants and experts likely to attend, and the topics of lectures/papers (please provide detailed schedule of the programme):
8. Estimated expenditure (item-wise statement should be attached) :
9. Quantum and nature of assistance expected from the CERD :

Declaration

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance, if granted, will be utilised for the purpose for which it is granted within the time prescribed by CERD. I also undertake to abide by the rules and other conditions prescribed by the grantee.

**Name and Signature of
the coordinator**

Recommended

**Name & Signature of the
Professor in-charge
of satellite Centre**

**Name & Signature of the
Head of Institution**

Place:

Date:

(Office Seal)

UTILIZATION CERTIFICATE

Certified that out of Rs.(Rupees.....
.....only) sanctioned by Centre for Engineering Research and
Development as per Sanction Order No.towards financial assistance for the
seminar/workshop titled ‘.....’,
an amount of Rs.....(Rupees
.....only) was utilized for the purpose for which it was
sanctioned, leaving a balance of Rs.(Rupees
.....only) at the close of the
project as shown in the Statement of Expenditure annexed.

**Name & Signature
of the coordinator**

**Name & Signature
of Accounts officer/
Chartered Accountant**

**Name & Signature
of Professor in-Charge
of Satellite Centre**

**Name & Signature
Head of the Institution**

Office Seal

STATEMENT OF EXPENDITURE

Sanction Number :

Title of programme

.....

Name of Institution:

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
1. Amount sanctioned from CERD		1.	
		2.	
		3.	
Total		Total	

Certified that I have exercised all kinds of checks to see that the grant has been utilized for the purpose for which it was sanctioned by CERD

**Name & Signature
of the coordinator**

**Name & Signature
of Accounts officer/
Chartered Accountant**

**Name & Signature
of Professor in-Charge
of Satellite Centre**

**Name & Signature
Head of the Institution**

Office Seal