



श्री माता वैष्णो देवी विश्वविद्यालय  
**SHRI MATA VAISHNO DEVI UNIVERSITY**  
Kakryal, Katra-182320, Jammu & Kashmir  
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956  
registrar@smdvu.ac.in

Ref. No: SMVDU/IRDU/19/004

Dated: 04<sup>th</sup> April, 2019

**NOTIFICATION**

**Sub: Submission of proposal for Events/ Activities like Conference/ Workshop/ Symposium/ Faculty Development Programmes (FDP)etc. to DQA, SMVDU.**

With reference to notification issued vide no. SMVDU/Adm/Estt./19/2256-62, dated: 27<sup>th</sup> March, 2019 regarding 'Re-allocation of responsibilities between DQA and IRDU'.

In this regard, it is for the information of all concerned that, henceforth all proposals related to Events/ Activities like Conference/ Workshop/ Symposium/ FDP's / STC's/ Congress etc. be forwarded to DQA, SMVDU in the enclosed format for further processing of their request.

  
Registrar  


**Enclosure:**

- i. Notification no. SMVDU/Adm/Estt./19/2256-62, dated: 27<sup>th</sup> March, 2019
- ii. FORM NO. DQA/001: Form for Organizing Events

**Copy to:**

1. All Deans/ I/c Deans, for information.
2. All HoDs/ I/c HoDs, for information and compliance.
3. PS to VC, for kind information of the Hon'ble Vice Chancellor.
4. All faculty members, for information and compliance.
5. Concerned File.
6. I/c Website for uploading on University website.



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## FORM NO. DQA/ 001: FORM FOR ORGANIZING EVENTS

1.	School:					
2.	Programme Title:					
3.	Type: (Conference/ Workshop/Training Programme/ FDP/ Seminar/ Refresher Course/ Any other)					
4.	International/National/Regional:					
5.	Collaboration Details (If any):					
6.	Proposed dates of event:					
7.	Coordinator/ Convener:					
8.	Organizing Secretary:					
9.	Whether recommended by AAC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
10.	Proposed Chief Guest:	Inauguration	Valedictory			
11.	No. of Participants Expected (In case of conference, number of papers to be published/ presented should not exceed 50% from Participants within the University )	Out station	University			
12.	Registration Fee for outstation participants	With Boarding and Lodging	Without Boarding and Lodging			
13.	No. of Resource persons:	Please attach list in enclosed format (Annexure 'A')				
14.	<b>Budget:</b>					
	S.No.	Details		Amount (Rs.)		
	i.	Estimated expenditure for resource persons:				
		Heads	TEQIP-III	Other Sponsoring Agency	University Funds	Remarks
		Honorarium				
		TA/ DA				
	Boarding and Lodging					
	Transport					



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	ii.	<b>Estimated expenditure for participants:</b>				
		Boarding and Lodging	NA			
		TA/ DA	NA			
	iii.	<b>Proceeding Publications</b>				
	iv.	<b>Miscellaneous</b>				
		<b>Total</b>				
15.	<b>Facilities required from SMVDU</b>		<b>Facilities required with dates and numbers</b>		<b>Free on Availability (yes/ No)</b>	<b>Signature of concerned Section Head/Incharge/ Warden</b>
			<b>Date</b>			
			<b>To</b>	<b>From</b>		
	a. Guest House (with no. of rooms)					
	b. Hostels (with no. of rooms)					
	c. Auditorium (with no. of rooms)					
	d. Lecture Theatres (with no. of rooms)					
e. Transport						
16.	<b>Total Budget:</b>		Rs.			
17.	<b>Details of Funds to be generated (approx.):</b> (Registration fee/ Sponsorship etc.)		Rs.			
18.	<b>Funds Required</b>		Rs.			
19.	<b>Advance required</b>		Rs.			
20.	<b>Any other information:</b>					

Signature of Organizing Secretary

Date: \_\_\_\_\_

Signature of Coordinator/ Convener

Date: \_\_\_\_\_

Recommended and forwarded by HoD

Date: \_\_\_\_\_

Forwarded to Finance Wing



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## For Official Use Only

**(This document should not be retained by any of the section for more than two working days, otherwise valid reasons are to be recorded before forwarding to the next concerned section)**

A. Funds Availability Finance Wing \_\_\_\_\_

B. Funds Availability TEQIP-III \_\_\_\_\_

C. Forwarded to DQA for processing:

### Check list

i.	Minutes of ACC Enclosed:	Yes	No
ii.	List of Resource Persons	Yes	No
iii.	Draft Brochure	Yes	No

**Remarks:**

D. Forwarded to Director, DQA

**Remarks:**

Signatures \_\_\_\_\_ Date: \_\_\_\_\_

E. Orders of Hon'ble Vice Chancellor: Approved/ Not Approved \_\_\_\_\_

F. Forwarded to Registrar, for necessary action

G. Director, DQA for further necessary action

**Note:** Please refer the guidelines on the reserve regarding Norms for payment of honorarium to guests for Lecture/Seminar/ Workshop/ Meeting etc. under TEQIP-III



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## **Norms for payment of honorarium to guests for Lecture/Seminar/ Workshop/ Meeting etc. under TEQIP-III**

These guidelines shall be applicable for paying honorarium to the Experts invited from institute/ industry for delivering lectures in Workshop/ Seminar or delivering key note address in conferences/ symposia or attending meetings of various statutory authorities like BoS, Examination Committee, Academic Council, BoG (Under UGC autonomous guidelines), Industry Consultation Committee etc.

1. **Persons from Institutions of National Importance (INIs), Industry Expert and institutions participating in TEQIP-III:Rs. 5000/- per day/ meeting**
2. **Persons from Non-TEQIP Institutions:**
  - a) Rs. 4000/- per day for Principal/Professor/Associate Professor
  - b) Rs. 3000/- Per day for Assistant Professor/ Contract faculty

### **Note:**

- i. No honorarium is payable to the faculty/ Professor the activities (Lecture/Seminar/Workshop/meeting) of own institution.
- ii. No honorarium is payable to the faculty /person from Mentor/Mentee Institute for the activities under twinning arrangement. It supersedes the corresponding point 2.1a. i.iv (1.1 and 1.3 institutions) and point 2.2b bullet 2nd (ATUs) for internal faculty/ persons as given in the permissible and non-permissible expenditure



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## Annexure 'A'

### Details of resource person

S.No	Name of Resource Person	Designation	Affiliation University/ Industry with Address	Area of Interest	Nationality	Proposed Honorarium	Proposed TA/DA
1.							
2.							
3.							
4.							