



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

डॉ. बी. एस. पोन्मुडिराज / Dr. B.S. Ponmudiraj

सलाहकार / Adviser

NAAC/Seminar/BSP /2022/

3rd March 2022

The Principal
Chaitanya Bharathi Institute of Technology,
Vidya Nagar, Prodattur, 516360,
Andhra Pradesh

Respected Sir/Madam,

Greetings from NAAC.

This is with reference to your proposal seeking NAAC financial assistance/academic support for organizing seminar in your institution. After due consideration your proposal has been accepted for financial assistance of Rs.30,000/- (Rupees Thirty-Thousand only). Due to new Corona Virus Disease 2019 (COVID 19), NAAC encourages the HEIs organising seminars through online mode. Therefore, NAAC sponsorship for financial assistance under different heads has been revised. The balance amount required to organize this activity may kindly be mobilized at your end. The financial assistance is subject to the adherence to the enclosed procedures for release of sanctioned grants and settlement of the same. NAAC appreciates the initiative taken by your institution and hope that the institution will continue to strive for quality and excellence in Higher Education.

The seminar/workshop has to be conducted on the scheduled date(s) as mentioned in the seminar proposals sent to NAAC. In case of any change in scheduled date **due to COVID 19** the institution should inform NAAC the exact date of the seminar. The claims have to be received by NAAC on or before a month after seminar/workshop. In case of any delay in submission of the claims the reimbursement will not be made and NAAC will not be liable for the expenditure incurred.

Yours sincerely,

(B. S. Ponmudiraj)

Encl: a/a

Cc.: Southern Region Coordinator

(Dr. M. S. Shyamasundar, Adviser, NAAC; mssnaac@gmail.com)

To
The IQAC Coordinator
By
[Signature]

पो. ओ. बॉक्स नं. 1075, नागरभावी, बेंगलूरु - 560 072, भारत. P.O. Box No.1075, Nagarbhavi, Bengaluru - 560 072, INDIA

दूरभाष Phone : +91-80-23005133 (D), 23210261, 62, 63, 64, 65, फेक्स Fax : +91-80-23210270

ई-मेल : e-mail : bs.ponmudiraj@naac.gov.in वेबसाइट Website : www.naac.gov.in



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL, BANGALORE

Procedure for Release of the Financial Support:

- ⇒ As an important post-accreditation quality sustenance activity, NAAC has requested the institutions to establish Internal Quality Assurance Cell (IQAC) in their institution. Hence organization of the seminar/workshop is mandated to be the activity of IQAC of the Institution.
- ⇒ The programme details of seminar/conference have to be sent to NAAC at least one month prior to the scheduled dates.
- ⇒ The sanctioned amounts should be spent exclusively on the programme for which the assistance is approved by NAAC.
- ⇒ **The release of grants will be on completion of the event and submission of the bills/vouchers/Statement of expenditure and Utilizations Certificate within a month to NAAC.** In case of any delay in submission of the claims the reimbursement will not be made and NAAC will not be liable for the expenditure incurred.
- ⇒ For better coordination organisers should be in communication with the respective Regional Coordinator at NAAC.
- ⇒ *The seminar/workshop has to be conducted on the scheduled date(s) as mentioned in the seminar proposals sent to NAAC. You have to obtain prior permission from NAAC if there is any change in the scheduled date of the seminar and state the reason for change of dates.*
- ⇒ *The seminar/workshop has to be conducted on same theme/title as mentioned in the seminar proposals sent to NAAC. You have to obtain prior permission from NAAC if there is any change in the scheduled theme/title of the seminar and state the reason for change of theme/title.*
- ⇒ Institutions may write a letter to the Regional Co-ordinators, NAAC seeking nomination for resource persons.
- ⇒ TA and honorarium for NAAC nominated resource persons and others may be paid within the grant sanctioned by NAAC. **Honorarium of Rs. 2,000/- per day may be paid as per NAAC rule.**
- ⇒ If NAAC officer is participating, the TA/DA may be either borne by NAAC or by the institution from the sanctioned grant. However, hospitality needs to be provided by the institution.
- ⇒ For National Level seminar, institution has to invite at least 10% of participants from outside the state and for State Level Seminar institutions have to invite at least 25% of participants from outside the district.
- ⇒ Institution cannot outsource the activity and as already mentioned the IQAC should be responsible for organising the event.
- ⇒ NAAC should be duly acknowledged in all the seminar related publications including proceedings of the Seminar / Conference.
- ⇒ **Institution need to conduct one session on online A& A methodology in Revised Accreditation Framework.**
- ⇒ List of Participants with communication details should be sent to NAAC along with the proceedings and bills.

Post Seminar/workshop requirement:

Within a week of the seminar the institution should bring out "The Proceedings" of the seminar/conference. A half page summary of the proceedings along with one or two photographs of high resolution may be sent to Regional Co-ordinator, NAAC for considering it for NAAC newsletter.

Suggesting format for preparing the proceedings of NAAC Sponsored Seminars / Conference

1. Theme of the seminar/ Conference
2. The programme (separate sheet may be enclosed)
3. The keynote address, presentation of invited resource persons and participants (enclose the copies of each one of them)
4. The recommendations/ Suggestions/ Action Points (outcome of the seminar)
5. Follow up actions, the institution proposes to undertake !

The NAAC financial assistance may be spent under the broad heads given below:

Heads	Programme
A. Resource Persons-TA, Honorarium, etc.	Rs. 12,000/-
D. Publication of Seminar proceedings	Rs. 15,000/-
E. Miscellaneous	Rs. 3,000/-
Total	Rs. 30,000/-

The sanctioned amount will be released only on receipt of hard copy of Certified Statement of Expenditure and Utilization Certificate within one month from the date of completion of the event along with the proceedings and details of participants duly signed by the Head of the Institution.

Henceforth all the claims will be reimbursed through NEFT transfer. You are therefore requested to provide the following bank details and a cancelled cheque along with the claims.

Bank Details

1. Beneficiary Name: _____
(Authorities designation only. For example Vice Chancellor/Registrar/Principal/Director etc.)
2. Name of the Bank: _____
3. Name of the Branch: _____
4. Account Type: _____
5. Account No: _____
6. RTGS/IFS Code: _____
7. MICR Code: _____
(copy of the cancelled cheque)

NAAC Regional Coordinators

Southern Region	Dr. M. S. Shyamasundar, Adviser, NAAC,	mssnaac@gmail.com
Northern Region	Dr. Jagannath Patil, Adviser, NAAC	jp.naacindia@gmail.com naacjp72@gmail.com
Eastern Region	Prof. Amiya Kumar Rath, Adviser, NAAC	amiyakumarrath@gmail.com
Western Region	Dr. Devender S. Kawday, Adviser, NAAC	dknaac@gmail.com
North Eastern Region	Dr. Mrs. Sujata P. Shanbhag Adviser, NAAC	sujata.shanbhag@naac.gov.in