

RULES AND GUIDELINES FOR GRANT OF FINANCIAL ASSISTANCE TO SCIENTIFIC SOCIETIES AND ACADEMIC INSTITUTIONS:

- 1.0 Name of Scheme** - Grant of financial assistance by ICAR for publication of Journal, holding of Scientific Symposia/Seminars and promoting scientific excellence.
- 2.0 Main Objective of the Scheme** - To meet part of the expenditure incurred on publication of journal, and for holding the seminar/symposium/conference/ congress (except the AICRP workshops) out of the ----- Plan Funds of the ICAR with a view to promote research/education/extension education/policy issues in the broad field of agriculture and allied sciences.
- 3.0 Eligibility Criteria** – The following organizations are eligible for the grant:
- 3.1 Scientific/professional societies/associations:**
- 3.1.1 Should be registered under the Registration of Societies Act, 1860 or such other Act of the State Govt.
- 3.1.2 Actively involved in promotion of research/education/extension education in the broad field of agriculture and allied sciences.
- 3.1.3 Should have their membership open to all eligible citizens of India as per rules irrespective of any region, religion, race, caste, creed or language.
- 3.1.4 Those having more than 100 members will only be eligible for the assistance unless being formed in a specialized/emerging discipline or subject and proper justification is provided.
- 3.2 Public/Quasi-public organizations**
- 3.2.1 Those which are conducting research/education/extension education in the field of agriculture and allied disciplines and recognized by the ICAR.
- 3.2.2 Those which have their membership open to all eligible citizens of India without any distinction of region, religion, race, caste, creed or language.
- 3.2.3 Funds to NGOs/non-academic bodies to be given only if they organize the event in collaboration with academic bodies/professional societies. NGOs/non-academic bodies will be required to submit an undertaking of collaboration from academic/professional bodies before entertaining their requests for grant of funds [Annexure- (VII)].
- 3.3 ICAR Headquarters and ICAR Institutes.**
- 3.4 Agricultural Universities.**
- 3.5 General Universities** – which are involved in Post-graduate teaching and research in agriculture and allied sciences and have been established by an act of either the state legislature or the Parliament or are recognized by the U.G.C.

4. Nature and quantum of grant

4.1. Nature of grant

- 4.1.1 For Publication of Journal to Scientific/Professional Societies.
- 4.1.2 For holding National/International Symposium/Seminar/Conference on the theme chosen by them, to Scientific/Professional Societies, Public/quasi-public bodies and General Universities having post-graduate teaching and research in agriculture and allied sciences.
- 4.1.3 For holding National Seminar/Symposium/Conference on the ICAR Identified Priority Theme Area to Scientific/Professional Societies, Public/quasi-public bodies, ICAR Headquarters and its Institutes, Agricultural Universities and General Universities having post-graduate teaching and research in agriculture and allied sciences.
- 4.1.4 For sponsoring Priority Theme Areas of topical relevance and importance for holding of national seminar/symposium/conference within a specific period, to get useful and implementable recommendations. ICAR will widely circulate, including on its website, the list of such areas to all institutes (including ICAR institutes), universities including general as well as agricultural universities, and scientific societies for seeking good proposals to organize the seminar/symposium. The selection of a suitable hosting institution will be on competitive basis.

4.2. Quantum of grant

- 4.2.1 For holding seminar/symposium/conference, the quantum of financial assistance to individual society/association/ institution will be determined after taking into account its relevance and performance as also merit of the proposal. The financial assistance will, however, not be more than ₹ 3.50 lakhs for holding national seminar/symposium/ conference on the topic chosen by the grantee body, and up to ₹ 5.00 lakhs on the theme identified by the Council. The amount for international event will be determined on case to case basis, but will not exceed ₹ 10.00 lakhs.
- 4.2.2 For publication of journal, the amount of assistance will be ₹ 2.00 lakhs for 'A' category journals (NAAS Rating: Above 6), ₹ 1.50 lakhs for 'B' category journals (NAAS Rating: between 4.0 and 5.9), and ₹ 1.00 lakhs for 'C' category journals (NAAS Rating: between 2.0 and 3.9) as per the evaluation of the Council.
- 4.2.3. The grant for publication of journal will be on matching basis i.e. the recipient society will also have to incur at least 50% of the expenditure related to publication of journal as a whole as a matching grant.
- 4.2.4 The Council's support to a Society for publication of Journal will be restricted to only one Journal.

4.3 Frequency of grant

A society/association/body will be eligible for Council's financial assistance for holding a seminar/symposium/conference only once in three years. The National and

International events will be treated independently. A general university will be eligible for holding one seminar/symposium/conference once in two years, other than the seminar/symposium/conference on ICAR identified Priority Themes. The ICAR Headquarters and its Institutes and agricultural universities will be eligible for holding the seminar/symposium/conference on ICAR identified Priority Themes only. Normally, not more than two seminars/symposia/ conferences on ICAR identified Priority Theme Area will be considered for a body in a year. Journals will be eligible for annual grant as per Rule 3.0 and 4.2.2.

5 Purpose and Utilization of Grant.

5.1 For publication of scientific journals (Hard Copy/Online)

- 5.1.1 Secretarial assistance.
- 5.1.2 Honorarium to editorial staff.
- 5.1.3 Stationery including cost of paper, postage and duplication of articles.
- 5.1.4 Cost of printing and binding etc.
- 5.1.5 Incidental expenses such as cost of freight from the printing press to the registered office of the concerned organization.
- 5.1.6 For purchase and maintenance of software

5.2 For holding of seminars/symposia/conferences

- 5.2.1 Secretarial assistance.
- 5.2.2 Stationery
- 5.2.3 Incidental expenses e.g. hiring of transport, audio-visual equipment and auditorium.
- 5.2.4 Organizing scientific exhibitions/poster presentations.
- 5.2.5 Printing of Circulars/Abstracts/Souvenir/Proceedings/Invited Lectures.
- 5.2.6 Meeting travel expenses for invitees at National and International symposia/Seminars/Conferences for not more than a total of sixteen persons of whom ten will be Speakers/Chairpersons, and six young scientists/Ph.D. students (below 35 years of age) whose presentations (oral or poster) were adjudged best by a properly constituted committee. International experts will be maximum two, to the extent of local hospitality.

6. Procedure for submitting application

- 6.1 Separate applications will be made for financial assistance for holding symposia/seminars/conferences, and for publication of Journal.
- 6.2 The application should be made on the proforma prescribed by the ICAR [**Annexure (I) & (II)**], copy of which can be obtained on request or downloaded from ICAR website www.icar.org.in. The completed proforma are required to be submitted for consideration in each case of grant for Journal by 15th September every year and for grant for National/International events as per deadline given under 6.6.
- 6.3 Before submitting the application, the society/organization should ensure that the Audited Utilization Certificate of the grant(s) released by the Council in the previous years if any, has been submitted to and acknowledged by the Council. No grant will

be sanctioned or released to any society/organization which has failed to submit A.U.C. in respect of grants made earlier.

- 6.4 The application shall be counter signed by the President/Chairperson/Head of the Institution/Vice-Chancellor of the University. Preferably, application should be submitted online .
- 6.5 Applications which do not satisfy the conditions or are incomplete will not be considered. A list of such applications will however, be put up to the Standing Committee for information.
- 6.6 No application for holding of seminars/symposia/ conferences will be entertained if it is received after the deadline given below:

National events:

- On or before 15th September if events fall between next January and April.
- On or before 15th January if events fall between next May and August.
- On or before 15th May if events fall between next September and December.

International events:

- On or before 15th May if events fall between next January and April.
- On or before 15th September if events fall between next May and August.
On or before 15th January if events fall between next September and December.

6.7 For publication of journal

The societies/bodies requesting for annual financial assistance from the Council for publication of journal should submit at least two copies of the latest issue of journal which should not be more than one year behind the schedule along with application and AUC as per 6.2, 6.3 and 6.4. For renewal of Annual Grant in subsequent years, application in the prescribed proforma will have to be submitted latest by 31st July of that year.

- 6.8 Applications which do not satisfy the conditions or are incomplete will not be considered. A list of such applications will however, be put up to the Standing Committee for information.
- 6.9 **A Society having a valid Registration Number under the Society Act should be eligible to receive grant from the ICAR. The society should be active and is performing as per its constitution.**
- 6.10 It is necessary to submit duly filled in check list [Annexure 3(III) & 3(IV)] along with the application, failing which the application will not be accepted.
- 6.11 It will be mandatory on the part of organizing society/body to obtain prior approval at least three months in advance, of the nodal Ministry as well as Ministry of Home and External Affairs. No request for release of financial assistance for International seminars/symposia/conferences shall be further processed by the Council before such approval is made available.

7. Evaluation of application in ICAR

7.1 For publishing Journal

- 7.1.1 The standard of the journal for the purpose of grants will be adjudged on the basis of NAAS rating of the journal and will be placed in any of the three categories viz. A, B and C. The quantum of assistance will be decided according to the category as mentioned earlier. The journals which do not fall even in 'C' category, will not be given assistance.
- 7.1.2 Based on evaluation criteria, the journal will be placed in any of the three categories viz. A, B and C and the quantum of assistance will be provided according to the category. The journals which do not fall even in 'C' category, will not be given assistance
- 7.1.3 The standard of the journals receiving assistance from the Council will be reviewed periodically based on NAAS Rating. The journals (B and C category) which show significant improvement may be upgraded, while those which show consistently marked deterioration and fail to improve the quality may be downgraded /phased out.

7.2 For holding National/International Symposium/Seminar/Conference

- 7.2.1 Does the theme have a distinct relevance to the ICAR mandate? It may be specified.
- 7.2.2 What is the scientific structure of the theme and also details of resource persons, number of participants (Indian and Foreign), etc.?
- 7.2.3 Has any attempt been made by any other organization in the past to address this issue? If so, what has been the tangible outcome and how will the proposed theme strengthen further the programme?
- 7.2.4 What is the professional standing and track record of the proposing body?
- 7.2.5 Has the proposing body organized any such event in the past? If so, the details of scientific programme, resource persons (Indian and foreigners), outcome of the programme, expenditure incurred, benefit(s) accrued to science, country, region or world, etc.
- 7.2.6 How is expected outcome aimed at tackling national, regional and global issues?
- 7.2.7 Total estimated expenditure? Quantum of support requested from ICAR and other agencies/sources etc.

8. Processing of the application in ICAR

- 8.1 All the applications which are complete, will be processed on file by the Technical Coordination Section of ICAR. Comments of concerned Subject Matter Division will be obtained as regards technical suitability in view of national perspective and importance of the theme of the proposed seminar/symposium/conference, and about the suitability with regard to quality of journals which were not included in the ICAR existing list of journals eligible to receive financial assistance for publication, and the amount of grant, in case recommended, for ICAR's financial support. Such new journals will then be placed before a sub-committee for further evaluation of their quality. Later, the applications with the recommendations of the SMDs/Sub-

Committee will be placed for consideration of the ICAR Standing Committee. Approval of the DG, ICAR will be sought on file on the recommendations of the ICAR Standing Committee.

- 8.2 All proposals/requests for holding a seminar/symposium or for printing and publication of journals, etc. once approved for financial assistance, shall not be included in the agenda for additional grant for the same purpose unless specifically mentioned in the proceedings of the previous meeting and approved by the competent authority.
- 8.3 The Director General, ICAR may sanction grants in favour of societies/bodies, in exceptional cases in anticipation of the Standing Committee's approval, to be subsequently ratified by the Standing Committee.

9. Issue of sanction by ICAR indicating various conditions

- 9.1 Sanction for the financial assistance as approved by the competent authority will be issued which will include specific terms and conditions as detailed in **Annexure (V)**.
- 9.2 In order to obtain feedback, the Council will depute/nominate scientist(s) from ICAR to every symposium/seminar/conference to which it has provided financial assistance without payment of the registration charges. Nominations may be made from nearby ICAR Institutes if it is not possible from ICAR Headquarters.

10. Undertaking to be given by the grantee Society/Institution.

The grantee society/institution will have to give an undertaking that it agrees to be governed by the conditions of the grant and also to intimate in detail, about the creation or acquisition of permanent or semi-permanent assets resulting from the grant.

11. Release of grant

The financial assistance to the society/body will be released on their acceptance of the terms and conditions as contained in the sanction letter. Initially $\frac{3}{4}$ th amount of total sanctioned grant will be released by the Council, provided the AUC for ICAR grant received in previous year if any, and two copies of latest issue of journal (not more than one year behind the schedule) are made available by the society/body in the Council. All efforts would be made to release the grant about one month before holding of national/international seminar/symposium/ conference. The balance amount ($\frac{1}{4}$ th) will be released on receipt of AUC for the grant received from the Council and the feedback in the prescribed proforma [**Annexure-VI**] and detailed proceedings of the seminar/symposium/ conference/ meeting, etc.

12 Maintenance of Accounts by the grantee Society/Body/University/Institution.

- 12.1 The grantee society/body/university/institution will maintain a proper account of the grant received by it from the Council.
- 12.2 The grantee society/body will be required to submit its annual accounts, duly Audited by a recognized Auditor/Statuary Auditor together with the Audited Utilization Certificate to the Council by July of the succeeding year.

- 12.3 The account submitted by the grantee society/body will clearly reflect the utilization of the grant for the specific purpose/purposes for which it is sanctioned by the Council.
- 12.4 Unless the Audited Utilization Certificate submitted by the grantee society in respect of the grant already received is accepted by the Council, no further grant will be sanctioned by the Council to that organization.
- 12.5 The grant released for a particular year shall be utilized only during that year. However, if for any reason, the society/body/institution is not able to utilize the grant in that particular year, the same will be refunded to the Council.
- 12.6 The assets acquired by the grantee society/body/institution, wholly or substantially out of the grant given by the Council would not, without the prior approval of the Council, be disposed of, encumbered or utilized for purposes other than those for which the grant was sanctioned.
- 12.7 The grantee society/body/institution will be required to maintain in the form G.F.R. 19 a register of the permanent and semi-permanent assets acquired wholly or substantially out of the Council's grant and a copy thereof, furnished to the Council annually.

13. Monitoring of the output of the activity/event and follow-up action in case of seminar/symposium/ conference

The society/institution/body will be required to submit a feedback report in the prescribed proforma [**Annexure (VI)**] along with the proceedings of the seminar/symposium/conference within two months. Societies/ bodies will be required to send the recommendations of the seminar/ symposium/conference etc. to the concerned organization/institution for implementation under intimation to the ICAR. Comments of concerned DDG will be obtained on the feedback report and proceedings and the balance amount (1/4th of the total sanctioned) will be released on satisfactory comments and the receipt of AUC of the sanctioned grant. The Council may also communicate relevant recommendations to its' institutes for consideration and inclusion in their programmes.

14. The Director-General, Indian Council of Agricultural Research will have the power to relax any of the conditions mentioned above, for reasons to be recorded in writing.

ANNEXURE- 1

**APPLICATION FORM FOR SEEKING FINANCIAL ASSISTANCE BY THE
SCIENTIFIC SOCIETIES AND ACADEMIC INSTITUTIONS FOR
HOLDING NATIONAL/INTERNATIONAL SEMINARS/SYMPOSIA/
CONFERENCES IN AGRICULTURE INCLUDING ANIMAL SCIENCES
AND ALLIED SUBJECTS.**

1	Level of event	NATIONAL/INTERNATIONAL	
2	Title of the Seminar/Symposium/ Conference		
3	Name of the Scientific Society /NGO/ Academic Institution with full address		
4	Name and full address of the office bearer with whom correspondence may be made, together with his telephone, Fax No. and telegraphic address.		
5	Year of Establishment		
6	Whether registered (if applicable) under the Registration of Societies Act, 1860 or any similar Act of Central/State Legislature. (Registration number and date to be given)		
7	Describe the Membership Eligibility Criteria		
8	Membership Fee and number of members (for Scientific Society only).	Fee (₹)	Number
	i) Life Members		
	ii) Institutional Members		
	iii) Scientist Members		
	iv) Student Members		
	v) Other Members (specify)		
		Total	
9	Amount collected as Membership Fee (during the last year). (₹)		
10	Main areas of work of the Society/ Institution.		

11	Summary of the activities undertaken by the Organisation and its future programmes		
	i) Conferences/Seminars/Symposia organized in the last three years and their outcome/follow-up action.		
	ii) Journals, Newsletters & proceedings brought out in the last three years.		
	iii) Other Publications, e.g. Pamphlets, Brochures, leaflets etc. brought out in the last three years.		
	iv) Whether copies of the above mentioned publications are being supplied regularly to the ICAR Library.		
	v) Future Programme		
12	Executive Committee/Council of the Society		
	12.1 Composition		
	12.2 Mode of Election/Manner of Appointment		
13	Financial position of the Organization during the last three fiscal years.		
	Year	Receipt (₹)	Expenditure (₹)
14	Whether the Accounts of the organization for the previous year have been audited by the Auditors. If so, a copy thereof may be furnished.		
15	Whether the organization agrees to maintain proper separate accounts of the grant, if sanctioned by the Council.		

16	Details of financial assistance already received from the Council if any, during last three fiscal years and the purpose for which it was received						
	Year	Amount of Grant (₹)	Purpose (in brief)	Total Expenditure incurred (₹)	Amount of grant utilized (₹)	Has Council accepted Utilization Certificate?	Remarks
17	Conference/Seminar/Symposium for which financial assistance is sought.						
	17.1. Title						
	17.2. Proposed date(s)						
	17.3. Venue (in case ICAR Institutes premises is venue, please intimate whether permission has been obtained).						
	17.4. Broad Outlines with scientific theme-wise programme.						
	17.5. Likely Resource persons. (Numbers)						
	17.6. Likely number of participants.				(i) Indian : (ii) Foreign:		
	17.7. Scope and the utility of proposed Event (Technical/Scientific Highlights of the Seminar/Conference/Meeting may be indicated briefly. Also, attach a copy of the Circular)						
	17.8. Has any attempt been made in the past to address this issue. If so, what has been tangible outcome and how will the proposed theme strengthen it further.						
	17.9. What is expected outcome and how it is aimed at tackling national, regional and global issues.						
17.10. Amount of assistance sought for: (₹)							

18	Details of Estimated Expenditure	
	Item of Expenditure	Estimated Expenditure (₹)
	A. Holding of Seminars/Symposia/Conference	
	1. Secretariat assistance	
	2. Stationery (including cost of paper, postage and duplication of articles).	
	3. Incidental expenses (e.g. hiring of transport, audio-visual equipment, open ground auditorium).	
	4. For organizing poster presentations.	
	5. Meeting travel expenses of special invitees.	
	6. National Experts/Speakers/Chairman (Max. of ten).	
	7. Students/Young Scientists (below 35 years) (Max. of six).	
	8. International Experts (Max. of two, to the extent of local hospitality).	
	Sub-Total	
	B. Printing of Papers/Proceedings	
	1. Printing of circulars/souvenir/invited lectures, etc.	
	2. Printing of Proceedings/Technical papers.	
	Sub-Total	
	Grand Total	
	19	In case foreign participants being invited, whether the clearance, for their participation has been obtained from:
	a) Administrative/Nodal Ministry of the organiser	
	b) External Affairs Ministry.	
	c) Home Affairs Ministry.	

20	Has a grant for any of the above purposes been applied for from any other sources? If so, please state:-	
	i) Name(s) of the Authority/Authorities concerned.	
	ii) Purpose for which grant has been sought.	
	iii) Amount of grant sought (₹)	
	iv) Amount of grant received (₹)	
21	Whether the grant is acceptable to the Society/Association on the terms and conditions of the Council?	Yes/No

Place:

Signature of Sponsoring Official

Dated:

CERTIFICATE

- a) The information given above is correct;
- b) If the information supplied is found to be incorrect on later date, I undertake to refund the entire amount of assistance to the Council;
- c) The amount received will be utilized for the purpose(s) for which it is sanctioned;
- d) I shall abide by all the decisions of the Council in this regard; and
- e) Certified that _____ (Name of Professional body/ society) shall abide by all terms and conditions of the scheme.
- f) Check List is attached.

Date:

Place:

Signature of the President
or Secretary of Society/ Head of the Institution/
Vice-Chancellor with seal of Office.

ANNEXURE- II

**APPLICATION FORM FOR SEEKING FINANCIAL ASSISTANCE
BY THE SCIENTIFIC SOCIETIES FOR PUBLICATION OF
JOURNAL IN AGRICULTURE INCLUDING ANIMAL SCIENCE
AND ALLIED SUBJECTS.**

1	Name of Journal		
2	Name of the Scientific Society with full address.		
3	Name and full address of the office bearer with whom correspondence may be made, together with his telephone, Fax No. and e-mail ID.		
4	Year of Establishment		
5	Whether registered (if applicable) under the Registration of Societies Act, 1860 or any similar Act of Central/State Legislature. (Registration number and date to be given)		
6	Describe Membership Fee and number of members (for Scientific Society only).		
	Type of membership	Fee (₹)	Number
	i) Life Member		
	ii) Institutional Member/Subscriber		
	iii) Scientist Member		
	iv) Student Member		
	v) Other Member (specify)		
	Total		
vi) Amount collected as Membership Fee (during the last year).			
7	Main Areas of work of the Society		

8	National Standing and Track Record of the Society: Summary of the activities undertaken by the Organization and its future programmes		
	a) Summary of activities undertaken		
	b) Conference/Seminars/Symposia organized in the last three years and their outcome/ follow-up action.		
	c) Journals, Newsletters & proceedings brought out in the last three years		
	d) Other Technical Publications		
	e) Whether copies of the above mentioned publications are being supplied regularly to the ICAR Library		
	(I) Future programme		
9	Executive Committee/Council of the Society		
	1. Composition		
	2. Mode of Election/Manner of Appointment		
10	Composition of the Editorial Board		
11	Process of Peer Review (Panel of Reviewers)		
12	Financial position of the Organization during the last three fiscal years.		
	Year	Receipts (₹)	Expenditure (₹)
13	Whether the Accounts of the organization for the previous year have been audited by the Auditors. If so, a copy thereof may be furnished.		
14	Whether the organization agrees to maintain proper separate accounts of the grant, if sanctioned by the Council.		

15	Details of financial assistance already received from the Council if any, during last three fiscal years and the purpose for which it was received.						
	Year	Amount of Grant (₹)	Purpose (in brief)	Total Expenditure Incurred (₹)	Amount of grant utilized (₹)	Has Council accepted Utilization Certificate	Remarks
16	Journal for the publication for which grant is sought from the Council						
	a. Title and focus of Journal.						
	b. Periodicity of the Publication						
	i) Date of publication of the first issue of the journal						
	ii) How many issues published in a year?						
	iii) Whether Journal is published up-to-date. Volumes No. and year of the Latest issue.						
	iv) Average No. of papers & pages Published in an issue of Journal during last three years						
	v) Whether two copies of all published issues of journal being sent regularly to ICAR.						
	vi) Coverage by National/International Abstracting/Indexing Services						
	c. Present status of Publication						
	d. Last volume and number(s) published upto the last 31st March. (ICAR will provide financial assistance for those journals only which are not more than one year behind the schedule).						
	e. Number(s) in Press.						
	f. Number(s) proposed to be brought out during the current year.						

17	Total circulation of the Journal in India and Abroad			
18	Amount of ICAR financial support the society received & total expenditure by society on publication of Journal during last three years.			
	Year	Receipts	Expenditure	AUC Submitted or Not
19	Estimated expenditure during the current year. (₹)			
20	Estimated income during the current year from:-			
	i) Membership fee. (₹)			
	ii) Sale (₹)			
	iii) Other sources (₹)			
21	Amount of financial assistance sought from the Council. (₹)			
	i) Secretarial assistance			
	ii) Honorarium to Editorial staff			
	iii) Cost of stationary			
	iv) Cost of printing & binding, etc			
	v) Incidental expenses			
	vi) Any other (specify)			
	Total			

22	Has a grant for any of the above purpose been applied for from any other source? If so, please state:-	
	i) Name(s) of the Authority/ Authorities concerned.	
	ii) Purpose for which grant has been sought	
	iii) Amount of grant sought (₹)	
	iv) Amount of grant received (₹)	

PLACE: _____

Secretary/

Signature of the

Date: _____
Official

Sponsoring

CERTIFICATE

- a) The information given above is correct;
- b) If the information supplied is found to be incorrect on later date, I undertake to refund the entire amount of assistance to the Council;
- c) The amount received will be utilized for the purpose(s) for which it is sanctioned;
- d) I shall abide by all the decisions of the Council in this regard; and
- e) Certified that _____ (Name of Professional body/ society) shall abide by all terms and conditions of the scheme.

Date:
Place:

Signature of the President or
Secretary of Society/ Head of the
Institution/Vice-Chancellor with
seal of Office.

ANNEXURE -III

CHECK LIST

(Support for holding Seminar/Symposium)

	Criteria	Compliance		Remarks
		Yes	No	
1	Is the application in the prescribed proforma of ICAR?			
2	Is the application forwarded by the Society Headquarter?			
3	Has the AUC been submitted with the application?			
4	Is the society registered as per society registration Act?			
5	Has the application submitted before the prescribed deadline of ICAR?			
6	Does the Society/body fulfills the criterion of frequency of grant i.e. once in 1/2/3 years?			
7	Whether the application is signed by competent authority?			
8	In case of International event, has prior approval of Nodal Ministry & Ministry of Home & External Affairs obtained?			
9	In case of NGO, whether the undertaking from Academic body/professional society for collaboration obtained?			
10	Does the theme of the seminar/symposium/ conference align with the ICAR mandate?			
11	Whether following documents enclosed?			
	a) Copy of Society registration			
	b) Two copies of proceedings of previous event held with councils Assistance			
	c) Audited statement of accounts of the Society for last three years			
	d) Audited income & expenditure statement and Utilization certificate of grant previously received from Council			
	e) Broucheres/Copy of Announcement of event			
	f) List of organizing Committee Members			
	g) In case of international event, copies of clearance letters from Nodal, Home & External affairs Ministries			
	h) Detail programme of Technical sessions			
	i) In case of NGOs, Undertaking from Academic body for collaboration.			

ANNEXURE-IV

CHECK LIST

(Support for Publication of Journal)

	Criteria	Compliance		Remarks
		Yes	No	
1	Is the application in the prescribed proforma of ICAR?			
2	Is the application forwarded by the Society Headquarter?			
3	Has the AUC been submitted with the application?			
4	Is the society registered as per society registration Act?			
5	Does the society publish the journal regularly well in time?			
6	Has the application submitted before the prescribed deadline of ICAR?			
7	Whether the application is signed by competent authority?			
8	Does the Journal fall in A/B/C category as per NAAS rating?			
9	Does the theme of the Journal align with the ICAR mandate?			
10	Whether Journal publishes only referred articles?			
11	Whether following documents enclosed?			
	a) Copy of Society registration			
	b) Two copies of the latest issues of the Journal			
	c) Audited statement of accounts of the Society for last three years			
	d) Audited income & expenditure statement and Utilization certificate of grant previously received from Council			

**Terms and Conditions as normally contained in the Sanction Letter
by the ICAR to the Scientific and Academic Institutions.**

1. 3/4th fund of the sanctioned amount shall be released to the Institution first and the remaining 1/4th amount shall be released later after receipt of feedback on the Symposium/Seminar/Conference in the enclosed proforma (wherever applicable), Audited Utilization Certificate and the bills of the actual expenditure incurred on the National/International Symposium/Seminar/Conference or on publication of Journal.
2. The grantee Institution will maintain a separate and proper account of the grant received by it from the Council.
3. Grant for publication of journal is on matching grant basis i.e. the recipient society will also have to provide at least 50% of the expenditure on publication of journal to receive the equal grant (subject to the ceiling as 4.2.2) from the ICAR.
4. A copy of the audited income and expenditure accounts of the organization for the year of the receipt of the grant (Calendar or fiscal, as the case may be) showing therein specifically the above grant received from the Council and the expenditure incurred by the organization on the specified item(s) together with a Utilization Certificate (two copies), duly signed and countersigned by the Secretary and the Auditor (Chartered Accountant) of the Society respectively shall be furnished by the organization to the Council latest by 31st July following the close of the year as the case may be. The account submitted by the grantee Institution will clearly reflect the utilization of the grant for the specific purpose/purposes for which it is sanctioned by the Council.
5. The Council will depute its Nominee(s) to attend the Seminar/Symposia/ Conference organized by the Society/ Institute/Organization without paying the registration charges.
6. The unspent portion of the grant as well as the portion of the expenditure objected to by the Auditor of the organization and / or the Council shall be refunded by them to the Council forthwith on receipt of a communication in respect thereof.
7. Unless the Audited Utilization Certificate submitted by the grantee society in respect of the grant already received is accepted by the Council no further grant will be sanctioned by the Council to that organization.
8. The grant released for a particular year shall be utilized only during that year.
9. The grant hereby sanctioned shall be suitably acknowledged by the organization in their Annual Report/journal.
10. Two copies of the Proceedings of the Seminar/Symposium/Conference held and also, of journal published by them during the year, shall be supplied by them regularly, free of cost, to the Assistant Director General (Tech. Cdn.) and to the Librarian, Indian Council of Agricultural Research, Krishi Bhavan, New Delhi-110 001.
11. The permanent and semi-permanent assets acquired wholly or substantially out of the grant, shall not without the approval of the Council obtained in writing, be disposed of,

encumbered or utilized by the society/body for purposes other than those for which the grant is sanctioned.

12. For renewal of Annual Grant for publication of journal in subsequent year, application in the prescribed proforma will have to be submitted latest by 31st July of that year.

ANNEXURE VI

FORMAT FOR FEED BACK FROM THE SCIENTIFIC & ACADEMIC INSTITUTIONS ON THE ORGANIZED SEMINAR/SYMPOSIA/ CONFERENCE, ETC.

1. Name of the Applicant Body
2. Title of the Seminar/symposium/conference
3. Venue and Date(s)
4. No. of Participants Indian _____ Foreigners _____
5. Expenditure Incurred
6. Amount of grant by ICAR
7. ICAR's Sanction No. and Date
8. Major Achievements of the event
9. Technologies identified/ready for release
10. Existing production, protection and management techniques which need improvement
11. Technological gaps identified
12. Specific recommendations made to address the gaps.
13. New Thrust Areas of major relevance identified
14. Usefulness of the recommendations for the Council.
15. Follow-up action undertaken by the society/ organization or proposed to be undertaken.
16. Any other remarks

Note: The above information is required to be furnished to the Council in not exceeding 4-5 pages within two months of organization of the event.

ANNEXURE (VII)

UNDERTAKING

This is to undertake that _____ is
willing to (Name of the Institute)
collaborate with _____ for
Organization (Name of the
NGO)
of National/International seminar/symposium/conference on the theme entitled -

_____sheduled to
be held
on _____ at _____ We will extend
all the (Dates) (Venue)
technical support required for organization of the event as well as developing
technical programme of the event, drawing suitable recommendations and bringing
out the proceedings of the event.

Place:

Signature

Date:

Name: _____

Designation: _____

Official

Seal:
