

**MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES
KOLKATA- 700106**

**Application Form for Seminar/Workshop etc grants and also for Northeast Studies
(For International/National and Local Programmes)**

Applications for Seminar/Workshop grants in all disciplines will be accepted for consideration subject to the availability of Funds and on the recommendation of the Seminar/Workshop Committee.

1.	Name of the Applicant/Organisation Whether Govt. recognised or affiliated Institution or a Body/Association etc	
2.	Name of the Co-ordinator	
	Designation of the Coordinator	
3.	Address for communication (including mobile number and email ID)	
4.	Institutional Address	
5.	Place and Dates of the Seminar/Workshop	
6.	Submit an abstract of 500 word on the theme of the Seminar/workshop with a clear statement of its academic objective	
7.	No of expected participants with full Institutional Address from outside the country in case of an International Seminar/Workshop etc	
	Expected list of Resource Persons with full Institutional address from outside the country in case of an International Seminar/Workshop etc	
	Expected number of Indian participants:	
	Expected number of local participants:	

8.	At least name of 3-5 Resource persons with full Institutional Address for a national level Seminar/Workshop etc including any programme on Northeast India:	
10.	Tentative Budget:	
11.	Bank details: Name of the Account Holder: Account No. Name of the Bank with Address: IFSC No.	

Note:

FINANCIAL TERMS

1. An application for a Seminar/Workshop etc must reach the Director, MAKAIAS. at least three months before the commencement of the programme.
2. Incomplete applications will not be considered for any grant.
3. There will be three Grant cycles each year: January-April, May-August, September-December
4. The organisers have to make good display of MAKAIAS's collaboration in the Seminar/Workshop place as to provide ample visibility.
5. Non-Governmental organizations/agencies must submit the details of their objectives, Regd No. and other details such as tax returns if submitted. They are also required to submit at least a report on their activities for the last two years.
6. If the proposal is approved by the concerned committee, MAKAIAS shall reimburse only 90% of the sanctioned amount before the commencement of the event.
Remaining 10% budget amount will be released on submission of detailed statement of accounts audited by a Chartered Accountant, attested and/or signed by the competent authority of the organization/society along with supporting bills, vouchers etc with seal/signature as per deliberation made between the Institute and the host Institute.
10% of saved amount, if any, on any other budget head may be utilized for another budget head, if essentially required.
7. A comprehensive Seminar/workshop report with photographs has to be submitted to MAKAIAS within a month.
8. Non-compliance of No.7 and 8 may result in debarring the Individual/organization in availing any grants from MAKAIAS in the future.
9. The air fare is limited to economy class only and non-adjustable with other budget heads i.e. in case number of air passenger is less than the projected one the amount thus unutilized will be refunded to the Institute – it cannot be utilized for some other purpose.
10. MAKAIAS in no case will grant further additional amount beyond the approved budget.
11. The College/University/Institute will refund any unspent amount to the Institute by A/c payee cheque issued in favour of the Institute (Maulana Abul Kalam Azad Institute of Asian Studies) or through electronic transfer method.
12. In case the seminar/symposium is not held within stipulated period the entire amount received as advance must be refunded in full within 30 days.

13. Money will be transferred digitally only to the official bank account of the university. Please send your bank details required for RTGS/NEFT.

ADMINISTRATIVE TERMS

- 1. The banner, posters, programmes, leaflets etc should display MAKAIAS's name with logo appropriately (on top).**

COPYRIGHT, ROYALTY and PUBLICATION TERMS

- 1. The Proceeding of the seminar will be published in the form of book.**
- 2. The Institute (MAKAIAS) will publish the seminar proceedings through its publication wing.**
- 3. The College/University/Institute will submit the final and publishable manuscript of the articles submitted in the seminar to the Institute within 03 months from the day the seminar is over.**
- 4. The College/University/Institute should enter into an agreement with the Institute on editorial cost for making the articles publishable.**
- 5. The copyright of the publication will be enjoyed by the MAKAIAS.**
- 6. College/University/Institute however, will receive 15 copies each, or as will be decided mutually, of the seminar proceedings for their distribution.**
- 7. The Institute will distribute the contributors copy on the basis of the list of contributors as will be provided by the College/University/Institute.**

Place:

Date:

Signature of the Coordinator (With Official Seal)

Forwarded by

Signature with Seal of the Head of the Organization/Institution

OFFCICE USE ONLY

Received on..... and Scrutinized on..... Recommended/Not Recommended by the Committee on.....

Approved by the

Chairman

Director

