From

      Additional Chief Secretary to Govt. Haryana
      Higher Education Department, Chandigarh

To

      Principals,
      All Govt. and Govt. Aided Private Colleges of Haryana.

      Memo No: 4/7-2025 NPE (2)
      Dated, Panchkula, the 15.09.2025

Subject:-   **Regarding Standard Operating Procedures (SOPs) for conducting seminars/conferences/ workshops in Govt. Colleges and Govt. Aided Private colleges.**
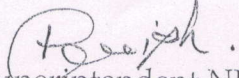
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      Kindly refer to the subject cited above.

      I am directed to forward a copy of Standard Operating Procedures (SOPs) framed by State Govt. for conducting seminars/ conferences/ workshops in Govt. Colleges/Govt. Aided Colleges.

      You are requested to submit your proposals through ERP module upto 30th September, 2025 in the prescribed format and adopt procedure to conduct these Seminars/Conferences/ Workshop as per the SOPs.

DA: As above

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Dy. Superintendent NPE
for Additional Chief Secretary to Govt. Haryana
Higher Education Department, Chandigarh

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Endst No. Even   Dated, Panchkula, the 15.09.2025

      A copy of the above is forwarded to the following for information and necessary action:-

1. Assistant Director, IT Cell for uploading this letter and to create a online portal for receiving the applications for Seminars/Conferences/Workshops.
2. PS/ACSHE for kind information of W/ACSHE
3. PS/DGHE for kind information of W/DGHE

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Dy. Superintendent NPE
for Additional Chief Secretary to Govt. Haryana
Higher Education Department, Chandigarh

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Standing Operating Procedures (SOPs)

for conducting Seminars/Conferences/Workshops in Govt./ Govt. Aided Private Colleges in Haryana

1. **Objective**

   To regulate the procedures to conduct National and International Seminars/Conferences/Workshops in Colleges, so that faculty, researchers and delegates can gain knowledge and skill, exchange ideas and stay up-to-date with current trends in true sense.

2. **Scope**

   The SOPs shall applies to all Government Colleges of Haryana or Govt. Aided Private colleges in case sponsored by the Directorate of Higher Education, Haryana with or without financial assistance.

3. **Seeking Proposals from Colleges**

   1) Proposals will be sought from the colleges online through ERP module in the month of November/December every year.
   2) The application must include:
      a) Theme and objectives of the seminar
      b) Tentative dates and venue
      c) Target participants (students, faculty, scholars, external experts)
      d) List of invited speakers/resource persons
      e) Estimated budget demand with item-wise break-up
      f) Details of previous seminars conducted in previous 3 years (if any). Whether the seminar (s) is/are approved/ supported by any national/ international agency (UGC, AICTE, ICSSR, etc.)

4. **Screening of Proposals at Directorate of Higher Education**

   NPE branch of the Directorate shall maintain a register/log of all such received proposals. Screening of proposals received from colleges will be made in January/February every year by a Committee constituted in the Directorate for this purpose. Each proposal will be scrutinized on the various grounds such as:

   1) Relevance to Higher Education Policy/National Education Policy, 2020
   2) Quality and academic rigor of the seminar topic
   3) Past performance and experience of the institution in organizing such events
   4) Availability of budget provisions (in case of grant request)
   5) If the seminar includes international participants, additional vetting may be required from concerned departments (MEA, Home Ministry).

5. **Decision and Communication**

   1) Based on the recommendation of a Designated Committee (comprising subject experts and financial officer), a decision will be made regarding:
      a) Permission only, or
      b) Permission + Financial Grant
   2) A formal communication regarding permission will be issued to the college in the month of February/March every year.

3) Keeping in view the financial capping of the quarters of financial year, efforts will be made to grant permission for seminars in equal number in each quarter of the financial year.

4) After getting permission from the Directorate, the College will seek research papers from the delegates to be presented in the seminar. Minimum 30 days will be given to delegates to prepare their papers and submit to the college. If the college desires, time of 30 days mentioned above may be divided into two parts by the college i.e. for inviting Abstract of the Paper and for inviting full paper.

5) After receiving papers from delegates, the College through duly constituted committee will scrutinize the papers and only those papers will be accepted which are up to the mark. Formal communication regarding acceptance will be conveyed to the delegates as well as their colleges.

6) Grant will be issued to the colleges in the month of April every year and the college has to utilize the grant in same quarter for which grant has been released. In case of not utilizing in the same quarter, the grant will be withdrawn back without giving any notice.

6. **Release of Grant (if any)**

1) The grant shall be released after the approval from the competent authority.

2) The amount, nature of expenses covered and other terms & conditions will be clearly communicated.

3) The expenditure will be made as per the following guidelines fixed for organizing the above said events:

   a) Honorarium to resource persons will be paid @ Rs. 2000/- per hour per person. More than two lecturers should not be allotted to one resource person and maximum number of resource persons per day should be four i.e. two for each session.

   b) TA/DA for resource persons will be paid as per Govt. norms. No TA/DA will be given to other than resource persons.

   c) Expenditure on Tea and Meal (Lunch, Dinner, Breakfast) will be made @ Rs. 40/- for per person per day and Meal @ Rs. 200/- per person per day. For one day seminar, only Lunch will be served as meal.

   d) Boarding & Loading:- Maximum Rs 1000/- per person per day.

   e) Miscellaneous expenditure:-Rs. 15000/- (for stationery, hospitality and printing of the material etc).

   The expenditure should not exceed the sanctioned budget. However, the re-appropriations of funds for different activities mentioned above is allowed.

4) Registration fee cannot exceed Rs 500 in any case and such fee will be utilized for the seminar/conference. Such fee will be collected online along with registration not in cash form.

5) The expenditure should not exceed the sanctioned budget. However, the re-appropriations of funds for different activities mentioned above is allowed.

6) The number of participants should be between 60-80. Only 10% relaxation in either side is permissible and the Principal will specify the reasons in writing in the report if such relaxation is availed.

7. **Procedure to be adopted for conducting seminar/conference**

1) After getting permission from the Directorate, the College will seek research papers from the delegates to be presented in the seminar. Minimum 30 days will be given to delegates to prepare their papers and submit to the college through email only.

2) If the college desires, time of 30 days mentioned above may be divided into two parts by the college i.e. for inviting Abstract of the Paper and for inviting full paper.

3) After receiving papers from delegates, the College through duly constituted committee will scrutinize the papers and only those papers will be accepted which are up to the mark. Formal communication regarding acceptance will be conveyed to the delegates as well as their colleges.

4) Last date for the submission of research paper should be closed minimum 10 days before the date of seminar/conference and communication of acceptance of paper must be sent minimum one week before the date of seminar/conference. No research paper will be accepted after the last date fixed for the submission of paper.

5) The college will send interim report to the Directorate minimum one week before the date of seminar/conference regarding details of total papers received , papers accepted and minute to minute program of the seminar along with name of resource persons etc.

6) The model schedule of the one day seminar will be as under:

Time	Event
9.30 A.M. to 11.15 A.M.	Inauguration and Key Note Address
11.15 A.M. to 11.30 A.M.	Tea Break
11.30 A.M. to 12.30 P.M.	First Technical Session
12.30 P.M. to 1.30 P.M.	Second Technical Session
1.30 P.M. to 2.30 P.M.	Lunch Break
2.30 P.M. to 3.30 P.M.	Third Technical Session
4.00 P.M. to 5.00 P.M.	Fourth Technical Session

7) Principals are to ensure that study of students be not affected due to seminar. It is advised that such seminars/conferences/workshops should be conducted on holiday, Sunday or Saturday.

8. Compliances after organizing the Seminar/Conference/Workshop

The college shall submit the following within 15 days of the event:

1) Utilization Certificate (UC) and Statement of Expenditure
2) Seminar Report with photographs
3) Feedback summary from participants

9. Monitoring and Audit

The Directorate will monitor whether SOPs are being followed by colleges or not. In case of violation by any college, strict disciplinary action will be taken against the Principal as well as the organizing committee of the college.

10. Budgetary Limits

1) National Seminar/workshop: Up to 60,000/- per day
2) International Seminar: Up to ₹ 1,00,000/- for one day
   (Subject to revision and availability of funds)

11. Review and Updates

The SOPs shall be reviewed annually or as required based on emerging academic needs and government guidelines.

PROPOSAL FOR CONDUCTING OF SEMINARS/ CONFERENCE/ WORKSHOP IN GOVT./ GOVT. AIDED PRIVATE COLLEGES IN HARYANA

ALL COLUMN ARE MANDATORY TO BE FILLED

1	Nature of College	Govt./ Govt. Aided Private Colleges
2	Name of Colleges	
3	Tentative dates and venue	Calendar
4	Level of the proposed Seminars/ Conference/ Workshop	International/National/ State /district/college
5	Theme of the proposed Seminars/ Conference/ Workshop	
6	Objectives of the of the proposed Seminars/ Conference/ Workshop	(Maximum 100 words)
7	Significance of Seminars/ Conference/ Workshop	(Maximum 200 words)
8	Target participants (Students, Faculty, Scholars, External Experts)	(approx. number)
9	Name and Institution of invited speakers/ resource persons	
10	a)Mode of Seminar b) Duration of Seminar/conference/workshop	a)Offline/Online/Hybrid b)One day/two day or more
11	Details of previous seminars conducted in last 3 years (if any).	Date/Theme/Sponsored by/budget
12	Estimated budget demand with item-wise break-up	
13	Registration fee to be charged, if any	
14	Financial Assistance Demand (only for Govt. Colleges)	