



مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

A Central University under Ministry of Education
Government of India



ACADEMIC SECTION

**COMMITTEE FOR ACADEMIC ADVANCEMENT & BUDGET ALLOCATION
(CAABA)**

Ref: MANUU/Acad./F.C18/2026-27/ 196

11th September, 2026

CIRCULAR

**Sub: Inviting Proposals for funding support to organise Two-Day Seminars/
Conferences- Reg.**

**Ref: 1. Recommendation of the CAABA dated 08.09.2026
2. Approval of the Competent Authority dated 09.09.2026**

Proposals are invited from the Deans of Schools of Studies/Directors of the Centres/Heads of the Departments/Principals of CTEs & Polytechnics/In-charge Campuses for funding support to organise two-day Seminars/Conferences during the academic year 2026-27.

The proposals must be submitted in accordance with the notification attached to the Office of the Dean (Academics)/Chairperson, CAABA, in a sealed envelope, duly superscribed "Seminars/Conferences Proposal." A soft copy of the proposal shall also be emailed to dean.academic@manuu.edu.in.

- Last Date for Submission of Proposals: **28th September 2026**
- Release of List of Selected Proposals: **8th October 2026**
- All approved Seminars/Conferences shall be organised and completed by: **10th February 2027.**

All concerned are requested to ensure that the proposals are submitted within the stipulated deadline and in accordance with the notification attached.

**Dean (Academics)/
Chairperson, CAABA**

To

All the Deans of Schools of Studies/Directors of the Centres/ Heads of the Departments/ Principals of CTEs & Polytechnics/In-charge Campuses.

CC to:

1. Office of the Vice Chancellor/Registrar
2. The Finance Officer
3. Director CIT (for placing on University website)



ACADEMIC SECTION

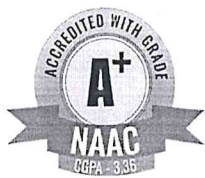
**COMMITTEE FOR ACADEMIC ADVANCEMENT & BUDGET ALLOCATION
(CAABA)**

Notification for Seminars/Conferences

- Proposals are invited for funding support to organise two-day seminars/conferences
- Proposals must be submitted to the Office of Dean (Academics)/Chairperson CAABA in a sealed envelope duly superscribed: “*Seminars/Conferences Proposal*”
- Soft copy of the proposal to be emailed to: dean.academic@manuu.edu.in
- Last date for the submission of proposals: **28th September 2026**
- Release of the List of selected proposals: **8th October, 2026**
- All Seminars and Conferences to end by **10th February 2027**

General Guidelines:

1. All proposals must be submitted as per the CAABA Notification and in a prescribed format with strict deadlines for proposal submission and cut-off date for organizing seminars/conferences.
2. All proposals must be original and scholarly in nature.
3. Each seminar/conference shall be for exactly two days (02 days) evenly divided across inaugural, plenary, technical and valedictory sessions. Adequate time and space must be provided for paper presentations.
4. Organisers to ensure and commit that the minimum number of participants must be 100 of which 30 shall be from outside.
5. There shall be no overlapping of dates. All organisers are requested to finalise the dates in due consultation with the Estate Section (for auditoriums) and the University Guest House.
6. Expenditures as per actual and strictly as per budgetary norms (GFR) and capping.
7. **Proposals for *Matching / Supportive Grants for Committed Conferences/Seminars* in collaboration and funding support from established International/ National Institutions will be taken on priority. Organizers to provide evidence of collaborations and funding support.**
8. Organisers to ensure that the weblinks provided in support of previously published proceedings/reports/research papers and prospective institutional collaboration /funding support must be correct, active and accessible.
9. Use of bouquets/plastic items/ gifts are not permitted. Shawls are permitted. Use only digital display/ electronic banners
10. The concerned coordinators/convenors shall settle the advance / expenditures within 15 days from the date of completion of the event.
11. The detailed reports are to be submitted to the CAABA and uploaded on the relevant page of MANUU website within one month of the event.



ACADEMIC SECTION

**COMMITTEE FOR ACADEMIC ADVANCEMENT & BUDGET ALLOCATION
 (CAABA)**

Proforma for Seminars/Conferences Proposal

Part-1: Basic Information and Proposal in Brief

Title of the Seminar/Conference	:	
Tentative Dates (02 Days)	:	
Venue/Auditoriums	:	
Is the proposal submitted <i>individually</i> or <i>jointly</i> by the departments /centres /schools/Off-campus?	:	
Details of the Organiser (s) [Name of the Department/Centre/School/Off-campus and collaborating partners, if any]	:	
Details of the Coordinator [Name, Designation, Email & Mobile No.]	:	
Details of the Convenor (s)	:	
Details of the co-convenors, if any	:	
Is there any <i>Matching / Supportive Grant for Committed Conferences/Seminars</i> in collaboration and funding support from established International/ National Institutions?	:	
Nature of collaboration (enclose proof)	:	
Amount of Funding Support (enclose proof)	:	
Did the organisers publish the proceedings of the previous seminars/conferences? [Provide complete details in standard referencing style and weblink, if any]	:	
Active weblink of any two research papers published by the Coordinators/Convenors in highly reputed/indexed journalslike Scopus / Web of Science	:	
Active weblink of the MANUU website where previous seminars/conferences reports are uploaded	:	



ACADEMIC SECTION

**COMMITTEE FOR ACADEMIC ADVANCEMENT & BUDGET ALLOCATION
 (CAABA)**

Part-2: Detailed Proposal

Title of the Seminar/Conference	:	
Concept Note (approximately 800 words)	:	
Themes and Sub-themes	:	
Details of the Sessions Plan (Inaugural, Plenary, Technical and Valedictory sessions)	:	
Are the themes/sub-themes related to national and global mandates especially Sustainable Development Goals? If yes, please elaborate.	:	
Tentative List of Keynote speaker and other invited speakers (Give complete details of at least three prospective speakers)	:	
Tentative Plan of how the minimum 100 participants (including 30 outside MANUU) will be ensured	:	
Expected number of total participants	:	
Expected number of participants from institutions other than MANUU	:	
Expected number of the participants from other states/UTs	:	
Publication plan of the seminar/conference proceedings, if any	:	



ACADEMIC SECTION

**COMMITTEE FOR ACADEMIC ADVANCEMENT & BUDGET ALLOCATION
 (CAABA)**

Part-3: Financial Details

[Note: Organisers are requested to further break the budget item into specific sub-heads]

Budget Items	Proposed Budget	% ceiling wrt total budget
Travel and honorarium		25% [Honorarium to maximum 3 speakers @ Rs 5000 per person (consolidated)]
Hospitality to participants and delegates		50% [Lunch maximum @ Rs 200 per person Max.]
Organizational Expenses		10%
Miscellaneous		10%
Printing Material		05%
Total Budget		
Committed Amount from other sources		
Grand Total		

4. Declaration

I/we certify that the information furnished above is true to the best of my/our knowledge. I/we undertake to ensure that the proposed seminar/conference will result in scholarly output and that the proceedings/full papers will be published only through a reputed academic publisher or equivalent approved platform within the stipulated time. I/we also undertake to submit the publication proof, utilization certificate, and post-event report to the university.

Convenor (s)

Coordinator (s) [Deans/HoDs/Principals/Campus I/C

Recommendation from the Dean of the concerned School of Studies/Campus In-charges:

Signature and Stamp