

**SINDH HIGHER EDUCATION COMMISSION**  
**CRITERIA FOR THE GRANT IN AID TO ORGANIZE**  
**INTERNATIONAL CONFERENCE / SYMPOSIUM/ SEMINAR**  
**EFFECTIVE FROM JANUARY 1<sup>ST</sup>, 2023**

**Note:** Public sector universities/DAIs may apply for funding from Sindh HEC to organize International conference/symposium/seminar on a prescribed form. The form may be downloaded from [www.sindhhec.gov.pk](http://www.sindhhec.gov.pk)

This grant extends financial assistance for hosting the **INTERNATIONAL CONFERENCE/ SYMPOSIUM / SEMINAR** Only.

**INTRODUCTION**

Academic events are critical for sharing of knowledge and research among universities and scholars. The promotion of research culture in higher education institutions through such events is of highest priority to Sindh Higher Education Commission (Sindh HEC). To support the development of research culture, Sindh HEC provides financial grants to Public Sector Universities/DAIs in Sindh to organize International Conference / Symposium / Seminar. Through this initiative, Sindh HEC intends to develop a culture of research and knowledge sharing among Higher Education Institutions, as well as establishment of linkages with relevant industrial and corporate sectors nationally and internationally.

**OBJECTIVES**

- Encourage all Universities and Degree Awarding Institutes (DAIs) of Sindh to organize International Conferences / Symposia / Seminars.
- Educate faculty and students with the latest developments in their relevant areas of research
- Promote research which is relevant to the socio-economic development needs of the province.
- Provide platform for interaction and exposure to the academicians and researchers.
- Provide avenues for sharing of research and knowledge at international level events.
- Assess academic and research capabilities and achievements at par with the prevalent national and international practices.
- Share academic and research achievements with industrial and commercial establishments.
- Explore opportunities for domestic and international academic collaborations.

**ELIGIBILITY CRITERIA:**

All Public Sector Universities/ DAIs from Sindh are eligible to receive the grant subject to following conditions:

- a. 40% of the total faculty members of Public Sector University / DAI, must be PhD. Exception in this regard shall be entertained for relevant disciplines as per HEC Pakistan criteria.

- b. Submission of Draft / Record of Event Proceedings is mandatory and a pre-condition for reimbursement from Sindh HEC.
- c. Conference should have a Peer Review process. Proposal must contain:
  - i. Composition of TPC (Technical Programme Committee)
  - ii. Peer Review Process
  - iii. Timeline of the Peer Review Process
  - iv. Tentative Details of International Indexing of the Conference, if any
  - v. List of Reviewers (International / National other than TPC members)
- d. While conducting International Conference / Symposium / Seminar, collaboration with Private Sector Universities (at least one) is required.
- e. Universities / DAIs with experience in Seminar Series shall be preferred.
- f. Universities / DAIs with MPhil / MS / PhD programmes shall be preferred.

### **FINANCIAL PROVISION**

The Sindh HEC will grant the budget as per following limits:

- Sindh HEC will support up to Rs. 4 million for the conduct of International Conference and up to Rs. 2.5 million for the conduct of International Symposium / Seminar
- 80% of the total approved budget for conducting the International Conferences / Symposia / Seminars will be financed by Sindh HEC; (out of which, 50% will be paid in advance and 50% through reimbursement)
- 20% of the Conference / Symposium / Seminar expenditures will be borne by the University/DAI.

### **FUNDS UTILIZATION POLICY**

- Universities / DAIs will be able to fund the following expenses as per policy:
  - Remuneration for Foreign Invited Speakers/Resource Persons
  - Remuneration for National Invited Speakers/Resource Persons
  - Accommodation for Foreign Invited Speakers/Resource Persons
  - Accommodation for National Invited Speakers/Resource Persons
  - Travel for Foreign Invited Speakers/Resource Persons
  - Travel for National Invited Speakers/Resource Persons
  - Catering (Food and Beverages)
  - Publication of proceedings
  - Stationery and giveaways
  - Contingencies

### **REIMBURSEMENT PROCEDURE**

#### **Guidelines for Filing/Submission of Reimbursement Claim**

- After making the expense, Universities/DAIs will submit for the reimbursement of expenses as per Sindh HEC's Grants policy.
- Reimbursement claim should be submitted within the same financial year.
- The organizer of the event will bear Remuneration, Travel and Accommodation cost of any Invited Speaker/Resource Person if the authorized committee at University/DAI level does not approve it, prior to the approval of Sindh HEC.

- The Grant will be released to the Head of the University / DAI (Vice Chancellor/Executive Director).
- Any expense made against item(s) not explicitly desired at the time of reimbursement submission or considered but not approved by the authorized committee at University/DAI shall not be reimbursed.
- A designated focal person (Principal Organizer) will be responsible for the proper utilization of the grant as per approved components.
- Sindh HEC expects that the universities considered for the grant will share the expenses for the organization of the event, and not completely rely on the grant from Sindh HEC itself.

### **Checklist for Filing/Submission of Reimbursement Claim**

University/DAI must attach the following along with the reimbursement form:

- A copy of Recommendation Letter/Sanction Letter issued by the University/DAI.
- Original duly filled expenditure reimbursement form for International Conference / Symposium/ Seminar.
- Conference / Symposium/ Seminar Program
- Abstract Book
- Book of Proceedings.
- Payment Receipts for Remuneration from each Invited Speakers/Resource Persons. (Individually).
- Hotel Bills/Receipts for each Invited Speakers/Resource Persons. (Individually).
- For Travel charges, Ticket along-with Original Boarding Passes/Payment Receipts from each Invited Speakers/Resource Persons. (Individually).
- For Entertainment, Bills/Receipts of Entertainment mentioning number of persons for which the budget has been allocated.
- For Publication items, Bills/Receipts of publication (items wise).
- For Stationery items, Bills/Receipts of stationery (items wise).

### **Reimbursement Requirements:**

Duly filled claims are required to be submitted on relevant prescribed pro- forma i.e.:

- Reimbursement Form for Organizing Conference / Symposium/ Seminar.
- Duly filled reimbursement pro-forma, along with supporting documents, should reach Sindh HEC within 3 months of the end of the conference / symposium /Seminar and no reimbursement will be made after 31<sup>st</sup> May of each year.

**Note: Sindh HEC will not entertain incomplete and/or late submitted reimbursement claims.**

### **Following documents should be enclosed with the “Reimbursement Form”:**

- A list of Foreign Invited Speakers
- Detailed CVs of Foreign Invited Speakers
- Abstracts of the Papers of Foreign Invited Speakers presented in the proposed event.

- A list of National Invited Speakers
- Detailed CVs of National Invited Speakers
- Abstracts of the Papers of National Invited Speakers to be presented in the proposed event.
- Detailed CV of the Focal Person/Principal Organizer of the event.
- Complete Brochure of the Event containing Aims, Objectives, Themes and registration process.
- Number of participants and the Income from Registration must be indicated in the reimbursement form.
- A copy of the Detailed and Updated Program of the event indicating the following:
  - Sessions
    1. Name of Presenter (Invited/Registered)
    2. Title of Presentations
    3. Allocated timeslots
- A list of Organizing Committee. A diversified Committee comprising of the professionals on the subject matter from different institutions is highly encouraged.
- A detailed list of Stationery items (Only consumable items of stationery).
- A detailed list of Publication items (Printing of Proceedings or Abstract Book, Printing of Banners and Brochures, without Bags, Shields, and Souvenirs).

**Budget Provisions for Foreign Invited Speakers/Resource Persons:**

- A minimum of FIVE Foreign Invited Speakers/Resource Persons are required to participate in the event.
- Maximum Remuneration for an Invited International Speaker/Resource person is Rs.25,000/- (One-time payment) Or as per HEC policy, whichever is higher.
- Accommodation for an Invited speaker/Resource person:
  1. University accommodation will be preferred.
  2. 5 Star Accommodation: If invited speaker/resource person is a key note speaker.
  3. 3- or 4-star accommodation for others.
  4. Accommodation will be charged one night before and one night after the event.
- Air Travel Charges as per Government of Sindh Rules.

**Budget Provisions for National Invited Speakers/Resource Persons:**

- A maximum of TEN Invited National Speaker/Resource person are required to participate in the event.
- Maximum Remuneration for an Invited National Speaker/Resource person is Rs.10,000/- (One-time payment)
- Maximum Accommodation for an Invited National Speaker/Resource person is as per Govt. of Sindh's rules.
- Travel for National Invited Speakers/Resource Person is as per Govt. of Sindh's rules.