

## Guidelines for organising Joint Activities of TAS

### 1. Time Frame for submission of the proposals

The proposals can be submitted throughout the year. The stipulated time frames for the submission of proposals are as follows

Category	Time frame for submission of Application
National Seminar/ Conference	At least 2 months prior to the event date
State level/ Local Awareness Programmes and other Events	One month prior to the event date

- a. If the proposal do not fit into the stipulated time frame for submission, such proposals will not be considered.
- b. The details of the sessions, list of Resource Persons, number of outstation delegates, expected number of participants, details of Organizing Committee and a write up on the significance of the programme for the academic advancement shall be provided.
- c. Programme Brochure, Bio data of the programme convenor and Endorsement from the Head of Institution (Principal for School/College, Registrar of University for University Departments )should be submitted along with the proposals.

### 2. Nature of the Support

All the programmes conceived, planned and organized jointly with other organizations, the maximum permissible grant from Telangana Academy of Sciences will be as follows.

Seminar/ Conference/ Workshop	Maximum Permissible Grant		
	Regional/ State level	National Level	Lecture Programmes up to 4 Lectures per day
Not Exceeding one day	Rs. 30,000	Rs. 35,000	Rs. 30,000
Not exceeding Two days	Rs. 40,000	Rs. 45,000	Rs. 45,000

The grant The grant as co-sponsorship may be utilized exclusively to cover the expenses on the approved heads such as Course materials, Publication of proceedings, Honoraria and TA for resource persons (TA shall not exceed 25% of the co-sponsorship from TAS).

### 3. Requirements

- If the programme is selected for co-sponsorship, organisers should ensure that due acknowledgment to TAS and TAS Logo is provided in all brochures, invitation cards, publicity materials and proceedings brought out in connection with the programme as **jointly organized by TAS.**
- Invitation to general sessions, inaugural/valedictory sessions etc. Shall be sent to all the Fellows of TAS at least one week before the programme date.
- Change of venue and/or dates shall be with the proper permission of TAS.
- Financial assistance will be released to the Head of the Institution, only after the successful conduct of the Programme and subject to the submission of required documents which include Report on the programme along with photographs, copy of proceedings, souvenirs, list of participants certified by the Head of the Institution and audited financial statements.

### GUIDELINES FOR ORGANISING SCIENCE AWARENESS PROGRAMMES AND NATIONAL SCIENCE DAYS

The programmes should be planned to generate awareness among the students, academia and general public about the importance of Science in Daily life.

The Extent of Financial support from TAS towards conducting Science Awareness programmes will be as follows

S. No.	Institution	Maximum Grant in Rs.
1	Schools	Rs. 15, 000
2	Junior, Degree and P.G. Collegess	Rs. 20,000
4.	R & D Institutions, National laboratories Universities etc	Rs. 25,000

The following activities may be conducted as part of Science Awareness programmes :

- a) Seminars, Symposia/ workshops on the focal theme
  - b) Quiz competition, Elocution, Painting competition, Essay writing
  - c) Popular lectures
  - d) Theme based demonstrations
  - e) Slide shows/ Film shows
  - f) Organising rallies
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- I. The details of activity proposed shall be provided in the application
  - II. And each activity should be documented and detailed report should be sent to TAS along with captioned photographs (hard copy) highlighting the impact and suggesting follow up activity.
  - III. The financial assistance will be disbursed to the Head of the Institution, only after the successful conduct of the programme, subject to the submission of satisfactory report and financial statements.
  - IV. The financial assistance provided by TAS shall be utilised towards honorarium, organising expenses, publicity materials, travel expenses and refreshments.
  - V. The Heads of institutions who have successfully organised the programme should forward the report on the activities along with photographs and Statement of Expenditure showing the budget heads and Utilization Certificate duly signed by the Head of the Institution and the
  - VI. Programme Co-ordinator within one month after the conduct of the programme.

Format for the Requisition from the Head of Institution (To be given on Institution's letter head)

**Organising Seminar/Symposia/Workshop/ Popularisation of Science  
Jointly With Telangana Academy of Sciences (TAS)**

Programme Title: .....

1. Certified that the Institute welcomes the participation of Dr. /Sri /Smt -----  
-----  
Department of ----- this Institution as the  
Programme Convenor for the Joint Activity of TAS and this Institution  
scheduled during -----
2. Certified that the Institution will offer all basic facilities for the smooth  
implementation of the Programme.
3. In the unforeseen event of discontinuance by the programme convener,  
The head of the Institution will assume the financial and other  
management responsibilities for the fruitful completion of the  
programme.

Date:

Place:

Name and Signature  
(Head of the Institution with seal)

## UTILIZATION CERTIFICATE

Certified that out of Rs. .... sanctioned by Telangana Academy of Sciences, vide TAS Order No. .... dated ....., towards financial assistance for the conduct of Joint Activity of organising ----- with ( Name of the Institution)....., an amount of Rs. .... was utilized for the purpose for which it was sanctioned, leaving a balance of Rs. .... at the close of ..... as shown in the Statement of Expenditure annexed.

Name & Signature of Co-ordinator

Name & Signature of Head of the Institution

**TELANGANA ACADEMY OF SCIENCES**  
**Application for Financial Assistance from TAS**

1. Title of the proposed Programme :
2. Category of the applying institution : University/ College/ School
3. Name and address of the institution :
4. Name and designation of the programme co-ordinator:
5. Contact address with email id & mobile no. :
6. Proposed dates of the programme :
7. Place and venue proposed for organizing the programme :
8. Description of proposed activities to be organized ( National seminar/ Conference/ Workshop/ Symposia/ Science Lecture/ Quiz competition, elocution, etc.:
9. Subject areas Covered :
10. Name and Designation of Resource Persons:
11. Category of target group :

12. Expected No. of participants :

13. Estimated expenditure :

Sl .No.	Item	Amount Rs.
1	Honorarium	
2	Organizing expenses	
3	Publicity materials	
4	Travel expenses	
5	Refreshments	
6	Others, if any (specify	
	Grand Total	

15. Name and address of the Head of the Institution/Agency authorized to receive the grant :

#### Declaration

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance, if granted, will be utilized for the purpose for which it is granted within the time prescribed by TAS and as per the guidelines laid down by TAS. I also agree to abide by the rules and other conditions prescribed by TAS.

Name and Signature of Programme Coordinator

Name and Signature of the Head of the Institution (with Seal)

**Note: Application for Financial assistance should be submitted to following Regional Co-ordinators only.**

## Details of Regional Co-ordinators.

Districts	Name & Address
Nalgonda & Mahaboobnagar	<p><b>Dr. G. Bhanuprakash Reddy</b></p> <p>Scientist-E, Biochemistry Division, National Institute of Nutrition(NIN), Tarnaka, Hyderabad-500007            Mobile: 9704756699            Email: <a href="mailto:geereddy@yahoo.com">geereddy@yahoo.com</a></p>
Hyderabad & Ranga Reddy	<p><b>Prof. K. Janardhan Reddy</b></p> <p>H.No.11-14-234/B3, Road No.11, Haripriya Colony, SaroornagarHyderabad-500 035.            Mobile: 9393121272            Email: <a href="mailto:kjreddy50@yahoo.co.in">kjreddy50@yahoo.co.in</a></p>
Nizamabad & Medak	<p><b>Dr. Y. Purushotham</b></p> <p>Scientist 'D', Centre for Materials for Electronics Technology(C-MET), IDA Phase-III, HCL (PO), Cherlapally, Hyderabad-051            Ph. (O): 27262437 (M): 9490324812            Email: <a href="mailto:ypurushotham@cmet.gov.in">ypurushotham@cmet.gov.in</a></p>
Warangal & Khammam	<p><b>Prof. S.M. Reddy</b></p> <p>H. No: 12-13-1126/B-305            Kalakruti, Tarnaka-500017,            Mobile: 9849649078            Email: <a href="mailto:profsmreddy@yahoo.com">profsmreddy@yahoo.com</a></p>
Karimnagar & Adilabad	<p><b>Prof. M. Vithal</b></p> <p>Dept. of Chemistry,            Osmania University,            Hyderabad-500 007            Mobile: 9849973868            Email: <a href="mailto:mugavithal@gmail.com">mugavithal@gmail.com</a></p>