

**CIRCULAR**

Sub: State Plan Funds 2024-25- Conduct of Webinars/ Hybrid Programmes- Seminars/Conferences/Workshops- Proposals from Teaching Departments/Centres- Proposals-Inviting of – reg.

In respect of utilizing the State Plan Fund for Seminar and Conferences for the year 2024-25, the Heads of the Departments/Directors of all Teaching Centres (other than UITs, UIMs, B.Ed. & Engg. Colleges) are requested to submit proposals in the prescribed format which is available in the University Website. The duly filled in proforma and the soft copy shall reach the Director, Planning & Development, on or before the date prescribed below (e-mail - “dpd@keralauniversity.ac.in”).

Last date for submitting the proposal	Last date for the Conduct of Programme	Last date for submitting the bills and vouchers for Final Payment	Period for regularisation of Provisional Advance
15.07.2024	31.12.2024	31.01.2025	90 days from the date of receipt of the payment

Guidelines for the conduct of Webinars /Hybrid Programmes- Seminars/ Conferences/ Symposiums/ Workshops and the application proforma are available in the University Website. In the Guidelines, instead of PD account of the Department/Centre and KUF account, the PSTSB account of the Department/Centre and PSTSB account of the Finance Officer must be followed respectively. The guidelines shall strictly be adhered to.

Thiruvananthapuram

The Director (P&D)

To,

1. The P. R. O. (for publishing in the University of Kerala website)
2. All Heads of Departments/Directors of Centres (Other than UITs, UIMs, B.Ed. & Engg. Colleges)
3. Stock File/File Copy

