

GUIDELINES
FOR THE CONDUCT OF
AVISHKAR

(THE MAHARASHTRA STATE INTER-UNIVERSITY RESEARCH CONVENTION)

Prepared by

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First Edition(2016)

FOREWORD

It is a matter of great pride for the youth of the Maharashtra State that, the Office of the Chancellor has initiated four major events in the interest of the student community in various fields. The Avishkar, a State Level Inter-University Research Convention is one of the most prestigious events among those.

The purpose of initiating the organization of “Avishkar” every year by the Chancellor’s office is to provide a platform for youth from the various Universities and extending the helping hands to understand the research attitude and acquiring the scientific knowledge thus transforming for the cause of development. This will also educate youth and teachers to understand their responsibility towards societal development.

The training in understanding research development shall be provided by the experts in the field. I am confident that the young talented youth with their energy, trained skill-sets and commitments will prove to be Scientist of tomorrow.

I appeal to all youth of the Universities of Maharashtra to continue their mite in the form of acquired scientific skills for the cause of community upliftment in particular and national development in general.

I must take this opportunity to congratulate and compliment all the stake holders involved in the process of “Avishkar”.

On behalf of students and teachers of Maharashtra, it is my privilege to convey our sincere gratitude to His Excellency the Governor and the Chancellor of Universities in Maharashtra, other officials of Raj Bhavan for providing a platform to develop scientific skills and thus prove their commitments towards social cause and national growth.

I am confident that, with the support of Hon’ble Ministers of the State Government, Vice Chancellors, Directors of BCUDs, other functionaries with talented youth as young researchers and support of all stake holders, the event Avishkar will certainly fulfill the challenges of developing research attitude in the youth and teachers, thus will prove the theme of Avishkar - **Create, Sustain and Prosper.**

I must sincerely thank Dr. B. L. Maheshwari Director, School of Life Sciences NMU for his valuable support in preparing these guidelines for Avishkar. These guidelines for the conduct of “Avishkar” will be useful document for future organizers of the event.

(Dr. Pramod Pabrekar)
Chairman
Guidelines Preparation Committee
Office of the Chancellor, Mantralaya, Mumbai

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AVISHKAR LOGO SHOULD BE UNIQUE AND UNIFORM THAT IS TO BE APPROVED BY THE HON'BLE CHANCELLOR'S OFFICE AND TO BE FOLLOWED EVERY YEAR.

THE THEME MAY ALSO BE UNIQUE.

1. INTRODUCTION TO “AVISHKAR” : CONCEPT & THEME OF AVISHKAR

The State Level Inter-university Research Competition was initiated by the Office of the Hon’ble Chancellor in the year 2007 with a very unique title i.e. “Avishkar”.

Research is an outcome basically of the innovative minds in the modern era with the support of ~~times demands~~ well equipped laboratories and such other infrastructure. If the same is made available by the educational institution at right ages, it will not only stimulate the activities but will help to identify the students to be groomed further as acclaimed researchers in their respective fields. Much is discussed about the quality of research being carried out in the Universities. Concern has always been expressed about enhancing the standard of researches.

A peer group of like-minded talented persons inclined towards research leaves strong impact on the open minds at the tender age giving direction to take research as a career. Right opportunity when made available at the undergraduate level leads to forming such a peer group which can be molded in desired direction by motivated teachers, who became their mentors. The desired outcome of “Avishkar” would not be limited to the quality of the research in the University and to register maximum number of patents but would be to nurture the future of “Noble Laureates” ahead in forthcoming years doing fundamental research.

BASIC CONCEPT OF AVISHKAR:

- Identifying the hidden innovative scientific talents and capacities of the youth of Universities;
- Providing opportunities for inculcating research attitude in the youth and teachers of higher education system;
- Promoting talented researchers to participate at National/International events;
- Involving teachers in Minor and Major Research Projects and thus contribute in research development;
- To provide financial assistance in the form of fellowship / scholarship to the selected young researchers and teachers for innovative research development.

The organization of “Avishkar” promotes and encourages participation of multi-disciplinary faculties (six categories) of education at four different levels (UG, PG, PPG & Ph.D. teachers) to showcase novel innovative research projects under the unique theme of “Avishkar” i.e. **“Create, Sustain and Prosper”**.

2. DISCIPLINE AND CLASS LEVELS FOR PARTICIPATION IN AVISHKAR

Since the philosophy of “Avishkar” is to encourage the original research and develop innovative minds inculcating research culture, there is total flexibility of participation without any restriction on cross faculty participation. Apart from the students of traditional universities the students of Agricultural, Animal/Fishery Sciences, Medical, Engineering, Sanskrit and Open Universities can also participate in all the six disciplines and all the four levels. In this way this policy encourages inter-disciplinary work though the participants and the participating Universities must ensure that their entry of each research project fits appropriately under the given discipline. Of course, the panel of judges however, will be separate for each discipline with eminent researchers having desired specialization who in any case will eliminate entries which are not within the specific disciplines. The host/organizing University, therefore should not prevent any entry on a premise that it does not fit into a particular disciplines. On the contrary organizing/ host University shall only confirm the eligibility criteria such as age and number in the contingent etc.

All Universities of Maharashtra State can participate in Avishkar 2014. Students recommended by the competent authorities of concerned Universities are allowed to participate in any of the following category / discipline:

Disciplines (Theme area group):

- (i) Humanities, Languages, Fine Arts
- (ii) Commerce, Management, Law
- (iii) Pure Sciences
- (iv) Agriculture and Animal Husbandry
- (v) Engineering and Technology and
- (vi) Medicine and Pharmacy

The students can participate from any one of the above discipline and in the following level where fit eligible.

Levels of participation:

- (i) Undergraduate students (UG)
- (ii) Postgraduate students (PG)
- (iii) Post-PG students (PPG)
- (iv) In-service teachers (TH)

3. ELIGIBILITY RULES FOR STUDENT PARTICIPANTS IN AVISHKAR

- a) Only bonafide, full time student, who is enrolled for a UG or PG degree or diploma course of a minimum duration of one academic year and whose examination is conducted by the university subsequent to passing of the 12th class examination will be eligible. **However, students enrolled in correspondence course in Institute / Centres of Universities, casual students, external students and students pursuing bridge courses shall not be eligible.** Students of open universities shall be considered to be bonafide students and shall be **eligible** to participate provided they fulfill **the following** terms and conditions **laid down at point No. 3.**
- b) Student from any level/ discipline can participate under any of the above disciplines.
- c) All the participating students for Avishkar shall fulfill the following conditions:

For Undergraduate students (UG):

Students pursuing studies in the participating university or its constituent/affiliated colleges or recognized institutes who are below the age of 25 years are eligible to participate in any of the six disciplines under this category depending upon the area of his/her research work irrespective of the faculty/stream/subject in which he/she has enrolled for the degree/diploma in the participating university.

For Post-Graduate Students (PG):

Any student pursuing studies in the participating University or its constituent /affiliated colleges or a recognized institute who is below the age of 30 years is eligible to participate in any of the six disciplines under this category depending upon the area of his/her research work irrespective of the faculty/stream/subject in which he/she has enrolled for the Post Graduate degree/diploma in the participating University-

For Post-PG Students (PPG):

Any person from the participating university or its constituent/affiliated college or recognized institute, who has duly registered for (i) a degree such as M. Phil. / Ph.D. or (ii) registered for D.Sc. / D.Litt. etc. having acquired Post Graduate degree/diploma in the said subject/stream/faculty or (iii) pursuing Post Doctoral Research is eligible to participate in any of the six disciplines depending upon the area of his/her research project irrespective of the faculty/stream/subject in which he/she has enrolled for the said programme in the participating university without any stipulated age limit.

For Teachers (TH):

Regarding the participation of teacher(s) in the Avishkar, only the teachers who are perusing their M.Phil. / Ph.D. will be allowed to participate and **notthose** who have completed their M. Phil. or Ph.D. degree/s and guiding the students for M. Phil. or Ph.D.

- d)** A student shall not be allowed to represent more than one university during a single academic year.
- e)** Provisional admission to a course of a university or college shall not make the student eligible to represent the University in the Avishkar.
- f)** In case of a student migrating from one university to another, his / her migration case will be considered eligible only after his / her admission in the new university is regularized and he/she is admitted as a bonafide student by the new University.
- g)** Computing age of eligibility: For the purpose of computing years of eligibility of the participant, the academic year in which the research convention is being held irrespective of whether the student's result is declared or not, shall be considered. Explanation: If a student completing 25 years on or before 31st December of the organising year of Avishkar (eg. 2014-15) and his /her result is to be declared in between the month of January to July of the succeeding year of organization of Avishkar (i.e. in Jan. to July of 2015) shall be considered eligible. The result will normally be extended from June / July of current year to 12 calendar months of the next year.
- h)** Period of year more than the length/ duration of academic course means that the students pursuing a three year degree programme (i.e. B.A., B.Sc., B.Com. etc. can participate for four / five years, while a student pursuing four year programme (i.e. B.E., B.Tech., B.V.Sc. & A.H., B.F.Sc., B. Tech. in Dairy Sci.) etc.) can participate for five / six years.
- i)** Any disqualification of a participant on the ground of ineligibility may result in the automatic removal of the contingent for that academic year. The contingent may also be debarred from participating in the Avishkar to be held in the following years.

4. GUIDELINES FOR ORGANISATION OF AVISHKAR

4.1 Guidelines to the participating Universities:

a) Confirmation of the participation:

The Universities in Maharashtra State are requested to confirm its participation by sending duly filled in “**Proforma-I**” along with the pro-rata in the form of **bank DD** drawn in Favour of the ‘ _____ ’ on or before _____.

b) Strength of contingent: (Maximum 50 per University)

The participating University shall send a team of a maximum 50 participants including a contingent in-charge and a team manager (i.e. 48+2). **A female team manager is essential for female participants. No extra person will be entertained on any ground.**

Explanation:

Each University can send in all 48 entries comprising 06 categories, 04 levels with maximum of 2 entries in each level ($6 \times 4 \times 2 = 48$), with a rider that no university shall send a contingent of more than 50 members including the team managers and assistants, if any. Strategically, however, the participating universities can send two entries in some of the categories and single or nil in some other.

Since the philosophy of the convention is based on inculcating research culture, the team should primarily comprise only the student participants with innovative theme. However, there is no restriction on the number of researchers engaged in each research project. Though some of the teachers who have supervised/guided/coordinated the research project with the students may be permitted to accompany the respective teams **as a part of contingent** for the various categories, if inevitable, but while **restricting to the total number of 50 members** in the entire contingent of the University.

c) Entries for various research outputs:

Care should be taken by the participating Universities to send entries in the maximum categories by selecting at-least one and maximum two best research project in each of the 24 categories, comprising of 6 disciplines and 4 levels, since there is no restriction on the area of participation depending on the faculty / subjects taught in the University. This principle not only ensures equal opportunity for all the Universities to win overall championship through prize winning research projects in maximum categories but also provides freedom of expression of research talents beyond the limitations of formal education thus expanding the horizon through inter-disciplinary approach and even beyond. Though, freedom of participation irrespective of the faculty to which

person belongs is encouraged, the same is **NOT** applicable to the appointment of judges who in fact must belong to the faculty /subject/stream in the respective disciplines. Hence, the organizing / host university will not restrict entry in any discipline forwarded by the participating universities, since the judges would automatically eliminate entries which do not fall under the said discipline. Needless to say that, the responsibility lies on the participating universities to ensure that the entries of various research out-puts fall in the correct slots of disciplines.

d) Contingent In-Charge:

The contingent in-charge / team manager will maintain liaison with the contact persons of the organizing university for comfortable participation.

e) Information of the participating University:

The participating universities are requested to send the desired information prescribed in the **Proforma – II** both in a hard and a soft copy.

f) Information of the participants:

The participating universities are requested to send the desired information of the student participants prescribed in the **Proforma – III** both in a hard & soft copy.

Important communication and dates:

Sr. No.	Prerequisite	Last Date
1	Submission of Proforma - I in hard and soft copy & Pro-rata	45-60 days before event
2	Submission of Proforma – II & III in hard and soft copy	20 days before the event
3	Returning of Rotating Trophies	On the day or before the event
4	Reporting, Registration & display of exhibits at venue	On the day or one day before the event

The Participating universities must send hard and a soft copy of appended proforma I, II and III, and an entry list to The Organizing Secretary, AVISHKAR, _____ University, on or before (mentioned date) and forward a softcopy of the research paper in a soft copy to (mentioned email id)

g) Registration at the venue:

The contingent in-charge or team managers must report the venue (_____) up to (_____) Time & date) for registration and shall collect the participant kit comprising I-cards, programme schedule, food coupons and other details of the event.

Refundable caution money of Rs. 1000/- shall have to deposited by each team at the time of registration (the cost of any loss of stores / damage to the property issued but not returned shall be deducted out of it).

Rotating Trophies:Last year winner and runner-up of general championship and discipline-wise championship shall bring the rotating trophies with them and hand-over the same at the time of registration.

University Flags: The team manager or in-charge shall have to provide two university flags at the time of registration.

h) Travelling Expenses:

The participating university will have to bear the travelling expenses for the student participants and the team managers.

i) Discipline:

- ✓ Disqualification of a participant on the grounds of non eligibility may result in the automatic cancellation of the contingent for that academic year.
- ✓ Identity of the participants and the participating university should not be disclosed during both poster and oral presentation in any manner.
- ✓ No official or any member of the university shall go to press on any controversial issues.
- ✓ Consumption of liquor, eve teasing, influencing and adjudicators, indecent behaviors inside the campus and venue is strictly prohibited.
- ✓ If the behavior of any contingent is found contrary to the objectives of the competition, the host university may take suitable action against concerned individual or team.
- ✓ Those violating these clauses shall be liable to disciplinary action, which may be up to the extent of debarring the concerned university team from participation in the future research conventions.

4.2 Instruction to the student participants:

- 1) Participants will be allowed to participate only after the verification of an **'Identity Card with photo'** duly signed by the competent authority of respective university / College/ Institute for current year.
- 2) Poster space of 1m X 1m and material for affixing the poster will be provided at venue. The poster can be flex printed or hand drawn.

Please do not disclose the name and identity of the participant (s) and the university on poster or any other means.

- 3) Model space of 1m X 1m along with electric or water supply, if required will be provided for assembling the working / static model.
- 4) Participants have to specify the requirements in the entry form, which is essential for their model
- 5) **Use of fireworks/ arms** at the venue is strictly prohibited. However, if it is unavoidable for an exhibit, its imitation may be used with the prior permission of the organizing committee.
- 6) The projects / exhibits will be evaluated by the nationally reputed experts and their decision will be final and binding on all the concerned.
- 7) The participants shortlisted from poster / model evaluation will have to make oral PPT presentation of their research projects for not more than 10 min. duration, which will be followed by discussion. LCD projector facility will be made available. Participants are also advised to bring the 'PDF-version' of presentation to avoid hardware / software compatibility problems.
- 8) Exhibits shall be displayed from (_____ time & date) at the (venue).

4.3 Arrangements to be made at the venue by organizing university:

- a) **Boarding and Lodging:** Free boarding and lodging would be provided for all the participants and officials of the event.
- b) **Food:** Wholesome food shall be provided by the host university as per the scheduled period of the event.
- c) **Clothing and bedding:** Weather in the _____ city during January is generally pleasant with the temperature between _____°C. It is advised to bring sufficient warm bedding, woolen clothes, medicines etc. by the contingent. The participants and officials are advised to get suitably vaccinated against cholera and typhoid.

4.4 Prizes and Rotating Trophies with their Replica, Certificates, Badge and Mementoes:

- Cash prize to winners of each level:
 - First Prize : Rs. 5,000/-
 - Second Prize : Rs. 3,000/-
- Trophies:
 - Championship Trophy (rotating) will be awarded to winner from each discipline (six).
 - General Championship Trophy (rotating) will be awarded to the Winner and Runner-up University bagging maximum prizes.
- Certificate of participation will be awarded to all the participants.

- The Championship Trophy (rotating) will be awarded to winner from each discipline (six). The General Championship Trophy (rotating) will be awarded to the winner and Runner-up University bagging maximum prizes.
- The cash prize to winners of each level will be awarded as First Prize of Rs. 5,000/- and Second Prize of Rs. 3,000/-
- The winners of the trophies will be responsible for collecting, handling and safe transportation of the trophies. They shall also be responsible for handing over of the trophies to the next Organizing University that shall host the Avishkar in the consecutive year.
- The organizing University shall make replicas of the trophies and the respective winners will keep them as an honour.
- The organizing University shall print well designed certificates and the badge as per the given format and these shall be awarded to the participants and the winners at the time of Valedictory Program
- The certificate as per the formats will be given to the members of Training Institute, Volunteers and Organizing Committee along with members of the sub-Committee.
- Mementoes will be presented to the Guests of Honor, Invited Speakers, and the Program Coordinators along with the officials of Organizing University and Rajbhavan if decided in the meeting of Organizing Committee.
- **Rotating trophies with sponsors-**

Category	Name of Rotating Trophy	Sponsored By
Humanities, Fine Arts, Languages		
Commerce , Management , Law		
Pure Sciences		
Agriculture and Animal Husbandry		
Engineering and Technology		
Medical and Pharmacy		
Runners Up		
Winners Up		

4.5 Responsibilities and general discipline to be followed by the contingent:

- The Team Managers should ensure that they register the names of respective participants correctly without any spelling mistakes before submitting it to the Organizing University. New certificates will not be issued.
- The contingent leaders will be responsible for the discipline of their contingent members.

- In case of any in-disciplinary activity taking place, the contingent leaders will discuss with the participants and inform to the organizing secretary immediately.
- The matter must be brought to the notice of Vice Chancellor as a Chairperson of the Organizing Committee and the decision given by the Chair will be binding on the contingent.
- The contingent Leaders along with their members must follow all the instructions given by the organizing secretary.
- In case of any dispute, contingent leaders are requested to bring it to the notice of Vice Chancellor of the organizing university through organizing secretary.
- All the participants will strictly follow timings of 'lights off' i.e. 10:00 PM.
- Disqualification of a participant on the grounds of non eligibility may result in the automatic cancellation of the contingent for that academic year.
- Identity of the participants and the participating university should not be disclosed during both poster and oral presentation in any manner.
- No official or any member of the university shall go to press on any controversial issues.
- Consumption of liquor, eve teasing, influencing and adjudicators, indecent behaviors inside the campus and venue is strictly prohibited.
- If the behavior of any contingent is found contrary to the objectives of the competition, the host university may take suitable action against concerned individual or team.
- Those violating these clauses shall be liable to disciplinary action, which may be up to the extent of debarring the concerned university team from participation in the future research conventions.

4.6 Schedule of Programme for various events in Avishkar:

The convention shall be of three days when the host University will provide local hospitality to the team members and infrastructure for exhibition as well as presentation of the research projects. A panel of at least three judges will judge the projects in each category, who would be the acclaimed researchers representing various areas/fields in the said discipline/category. Following shall be the schedule of the festival:

DAY 1: Poster/Model display of research projects to be judged for elimination round by **at least 3 judges**, in each category, who are acclaimed researchers in the respective disciplines which they are judging.

DAY 2: Oral presentation strictly by the maximum 6 participants of the selected / short listed research projects in each of the 24 categories.

DAY 3: Discourses by the eminent judges on various aspects of research in relevant areas followed by prize distribution ceremony in the evening.

SCHEDULE OF THE PROGRAM

Day and Date	Event	Category	Venue	Timings
Previous Day	Display of Posters	By participants from all six categories & levels		
First Day	Inauguration			
	Poster/ Exhibit of the research project to be judged by three judges	By participants from all six categories & levels		
	Expert Lecture	Resource Person		
Second Day	Oral presentation of selected / shortlisted projects	By participants from all six categories & levels		
	Expert Lecture	Resource Person		
Third Day	Valedictory Program	Discourse by eminent judges on various aspects of research projects in relevant areas followed by prize distribution.		

Note: The exhibition will be dismantled only on the 4th day and that activities of all the three days shall be open to the Students, Academia and General Public.

4.7 Meeting of Team Managers/ Contingent Leaders/ ~~Training Institutes/~~ Organizing Committee

- Meeting of Organizing Committee will be conducted before the conduct of convention for all logistic arrangements.
- On the First day of the convention or, before or after the Inaugural Program, the Organizing Secretary and core body of organizing committee of the host university will conduct a meeting with the team managers of the participating universities about the purpose and modalities of the convention. They shall be briefed about the General Discipline, Responsibilities and Code of conduct and other important issues pertaining to the convention.
- The Organizing Secretary shall allot responsibilities to the Contingent Leaders from various universities to support the smooth organization of the convention as per the specific requirements necessary for different committees. This will ensure complete and committed participation of the contingents.

- In addition to this, a review meeting will be conducted on the last day of the convention after the Valedictory Program to take review of the camp. This will also ensure presence of members of the Organizing Committee for the convention and Valedictory Program.

5 AVISHKAR PROFORMA

5.1 Participation confirmation

AVISHKAR 20.....
(.....Maharashtra State Inter-University Research Convention)

PARTICIPATION CONFIRMATION
(PROFORMA – I)

Name of the participating University

(In Block Letters) _____

The participation of _____ University in the Maharashtra State Inter-University Research Convention “Avishkar – 20....” to be organised by _____ during _____ (date) is hereby confirmed.

The pro-rata contribution for Avishkar at the rate of Rs. 4/- per student for total of students drawn in favour of the “.....” is being sent herewith. The details of DD are as follows:

DD No.	Date	Issuing Bank	Amount

It is further certified that, the overall student strength of the university as stated above is correct to the best of my knowledge.

It is hereby declared that, our university holds following rotating trophies awarded at the State Level Avishkar 20..... held at (previous host University). The trophies will be returned to the Organizing Secretary, Avishkar 20..... at (Present organising University) by (date on or before day of event).

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Place:

Date:

Director, Students’ Welfare / B.C.U.D. / Registrar

(Signature with seal)

Please send the confirmation immediately to the address of Organising Secretary of Organizing University

5.2 Contingent Breakup

AVISHKAR 2014

(.....Maharashtra State Inter-University Research Convention)

INFORMATION OF THE PARTICIPATING UNIVERSITY (Contingent Breakup)

(PROFORMA – II)

Please furnish the PROFORMA in a hard and a soft copy on or before (20 days before event).

For uploading this PROFORMA, please visit the university website

1.	Name of the University	:	_____		
	Address of the University	:	_____ _____		
2.	Name & designation of Contingent In-Charge	:	_____		
	Mobile No.:	_____	e-mail ID:	_____	
3.	Schedule of arrival of contingent	:	Train No. & MSRTC/Private Bus Name:	_____	University vehicle Name: _____
	Date of arrival	:	_____		
	Time of arrival	:	_____		
4.	Schedule of departure of contingent	:	Train No. & MSRTC/Private Bus Name:	_____	University vehicle Name: _____
	Date of departure	:	_____		
	Time of departure	:	_____		
5.	Number of student participants	:	Total: _____	Male: _____	Female: _____
6.	Name and designation of team manager (Male)	:	_____		

Mobile No.: _____

e-mail ID: _____

7. Name and designation of team : _____
manager (Female)

Mobile No.: _____

e-mail ID: _____

5.3 Entry Form

AVISHKAR 2014

(..... Maharashtra State Inter-University Research Convention)

INFORMATION OF THE PARTICIPANTS (Entry Form)

(PROFORMA – III)

Please furnish the PROFORMA in TWO hard copies and a soft copy on or before
(20 days before the start of event).

For uploading this PROFORMA, please visit the university website.....

Please use separate PROFORMA for each participant (maximum 48 participants).

Name of the student participant	:	_____
Gender	:	_____
Date of Birth [DD/MM/YYYY]	:	_____
Mobile No.	:	_____
e-mail ID	:	_____
Class / year studying	:	_____
Level of participation: UG/PG/PPG/ Teacher	:	_____
Name of category/ theme	:	_____
Title of poster/ model / presentation	:	_____
Presentation mode: poster / Model	:	_____
Facilities required for Model/ Poster (Table, Water, and Electricity supply)	:	_____
Abstract (Max. 200 words)	:	_____

Director, Students' Welfare / B.C.U.D. / Registrar

(Signature with seal)

5.4 Commitment Certificates

(Jointly signed by Participant/Parents/ &certified by Principal)

UNDERTAKING BY THE PARTICIPATING STUDENT

I, undertake to state that, in consideration of my being nominated at my request to participate in Avishkar to be held at _____ University from _____ to _____ at my own risk.

I undertake and agree that, neither I nor my executor/administrator will make any claim against any officer of the University/Principal in respect of any loss or injury to the property or person (including injury resulting in death), which may suffer while participating in AVISHKAR.

I, further undertake to state that I shall be abiding by all rules & regulation of the Research Convention and shall be liable for strict disciplinary action for violation of the same.

Signature of the Student

Date: _____

RESPONSIBILITY CERTIFICATE

I agree as a responsible person that my Son/Daughter/Ward is being allowed to participate in the above mentioned Research Convention to be held at _____ University at my own risk. If any accident or death occurs during this program, I or any of my relation of legal heir will not demand any claim from State Govt. /University /College, on account of my Son/Daughter/Ward being a part this convention.

Signature of Parent/Guardian

Date: _____

BONAFIDE CERTIFICATE

It is certified that the Mr./Ms. _____ is a bonafide student of the _____ College/Institution and He /She is a regular student from the year _____.

Signature of the Principal

College Seal

CERTIFICATE OF MEDICAL/PHYSICAL FITNESS

Signature _____ of _____ the _____ candidate:
.....

I do hereby certify that, I have examined the above signed person Mr. / Ms. _____ and find him/her fit for participating in the state level research convention. The candidate is not suffering from any Communicable or chronic disease, which may cause any hindrance due to his/her participation in the above mentioned program.

Signature of the Medical Officer

Seal

Address with Contact No

Date: _____

VERIFICATION CERTIFICATE

This is to certify that, Mr./Ms. _____ is a bonafide student of _____ College of _____ University the information provided in the registration form by the participant and all the certificates signed by him/her, Parents, Principal and Medical Officer are endorsed by me as a Officer of the University.

Signature of Competent Authority

University Seal

Date: _____

5.5 Avishkar Evaluation Forms and suggestion format

A) Organisation of Avishkar

EVENT	UNSATISFACTORY	SATISFACTORY	GOOD	EXCELLENT	TOTAL
Transport					
Accommodation					
Food					
Hospitality					
Toilet Facility					

B) Scientific Expert Lectures

EVENT	UNSATISFACTORY	SATISFACTORY	GOOD	EXCELLENT	TOTAL

C) Overall Impressions

EVENT	UNSATISFACTORY	SATISFACTORY	GOOD	EXCELLENT	TOTAL
Organization					
Scientific Lectures					

NOTE: the rating for the above should be in the scale of digits 1 to 5 from unsatisfactory to Excellent

SUGGESTIONS FOR THE CONDUCT OF NEXT AVISHKAR

A) ORGANISATION OF AVISHKAR

- Transport: _____
- Food: _____
- Accommodation: _____
- Toilet Facility: _____

B) SCIENTIFIC/EXPERT LECTURES

- Content: _____
- Communication: _____
- Impact: _____

C) ANY OTHER (SPECIAL)

- _____

NAME OF THE UNIVERSITY: _____

NAME OF THE PERSON (Not Compulsory) _____

6. APPOINTMENT OF JUDGES AND HONORARIUM:

Care should be taken by the organizing universities to appoint the Judges from non-participating universities and shall be invited from across the country. For each discipline at least 3 Judges should be invited. Judges must belong to the faculty /subject/stream in the respective disciplines.

A consolidated honorarium of Rs. 3000/- to the judges is proposed for approval of the Hon'ble Governor of Maharashtra as the Judges render their services for three days of research convention.

The actual travelling expenses be reimbursed to the judges appointed by the organizing university as per the norms of university and should be notified to the judges in advance

7. FINANCIAL PROVISION AND BUDGET

- *The finances required for the conduct of the event are made available from the contributions on pro-rata basis.*
- **Finance support through sponsorships as per the university regulations may be obtained by sending proposal to**
 - Any leading Industry for T Shirts and Caps.
 - Local sponsors may be identified to support the event.
- Estimated budget be prepared by the Organizing University and should get it approved by the Finance Committee appointed by the Secretary to the Governor and Chairman of the Advisory Board
- The Organizing University should submit audited statement of Accounts within one month after the conduct of event to Governor's office
- The expenses on Inaugural Program and Valedictory Function be minimized and adequate amount be used for the main event.
- The travelling expenses of participants including Team Managers/Officers to attend this event should be done by the respective College or University

Budget Heads: Following items may be reflected in the budget heads

- Lodging and Boarding of all the participants
- Lodging and Boarding of Team Managers
- Lodging and Boarding of trainers and Officials with participating Numbers
- Local transportation for Volunteers, Trainers and Officials

- Conduct of event-Inauguration & Valedictory Program including Pandal and Chairs
- Generator, Sound and Light System
- TA/DA to committee and Guests
- Prizes and Mementoes including replica of Rotating Trophies
- Other Services Expenses (Water Supply, Fire Fighting, Medical etc)
- Training Expenses to be paid to Training Institute
- T Shirts and Caps
- Photography and Video Shooting
- Printing and stationary including documentation
- Theme based Activity and Morale lectures
- Miscellaneous

PROVISION FOR DISTRICT LEVEL ACTIVITY

- To organize various programs such as Awareness Campaign, District level selection and for related activity the Chairman of District level committee/Director DSW should submit proposal to University Director BCUD.
- Director BCUD, should submit detailed proposal for the conduct of various programs to Vice-Chancellor.
- The Vice Chancellor will decide to support these activities financially from the University.

UNIVERSITY- DISTRICT WISE DISTRIBUTION

- Every University shall decide the contingent composition in regards to the spread over of the university in the districts and the number of colleges in the respective district.
- The purpose is to involve maximum colleges to participate and the rural youth from the district may be aware of research convention as the basic objective of Avishkar is to inculcate research attitude in the youth and teachers.

8. FELLOWSHIP AND UTILISATION OF “SEED MONEY”

Draft Proposal for Utilization of “Seed” money of *Avishkar* Research Convention for fellowship

Preamble :

“*Avishkar*” is one of the four events organized as inter university state level events for promoting the talents in different fields. *Avishkar* is a State Level Inter-University Research Convention which is aimed at inculcating, promoting and encouraging research attitude among the students at different stages and teachers in the university education system. It is hosted by one

University as per the pre-decided schedule and winners of university level Avishkar event participate in it. After the organization of *Avishkar*, the organizing University is left with an unspent balance of anywhere between Rs. 35.00 to 40.00 lakhs. It is intended that this amount be utilized for further promoting and encouraging research activities in the University and its affiliated colleges.

PLAN FOR IMPLEMENTATION OF SEED MONEY

One of the ways by which research activities among the students, who have an attitude and inclination, can be promoted is by providing incentives to pursue the interest. It is proposed to provide financial assistance to winners of State Level *Avishkar* as per the following details:

1. *Avishkar* Graduate Fellowship @ Rs. 3,000/- per month for a period of 10 months to the winners from UG and PG.
2. *Avishkar* Research Fellowship @ Rs. 6,000/- per month for a period of 24 months to the winners of Post PG Category.

Table indicating distribution of amount among the different categories

There are six categories and each category has four levels of which only UG, PG and PPG shall be considered. Each level has two winners. Total no of winners of the three categories at each level will therefore be 12.

Level	No. x Amount x months	Total (Rs)
UG	12 x 3000 x 10	3,60,000/-
PG	12 x 3000 x 10	3,60,000/-
PPG (research)	12 x 6000 x 24	17, 28,000/-
Grand Total		24,48,000/-

The remaining amount of Rs. 10-15 lakh can be utilized by the host University for promoting research activities in the university and affiliated colleges, wherever applicable. The activities may include organization of *Avishkar* event/seminars/ conferences/purchasing of small equipment etc. after prior permission from the office of the Chancellor.

Guidelines and steps for allotting *Avishkar Graduate Fellowship*:

1. The winners of UG/PG category shall be eligible for this fellowship.
2. The winners can avail it for a period of 10 consecutive months within 2 years of his/her selection at the state level.

3. The candidate shall have to pursue the theme of the '*Avishkar*' paper under the guidance of the mentor from the college/University.
4. The application along with a brief (2 pages proposal) duly endorsed by the mentor and Principal/Head of the Department should be forwarded to the Director, BCUD / Director Instructions / Registrar Office of the concerned University by the end of March every year.
5. The university will forward a consolidated requirement of all its winners of the state level *Avishkar* to the host university by the end of May.
6. The Host University, after receiving the proposals from all the universities whose representative have won prizes in the state level *Avishkar* will allocate the amount and send it to the respective universities in favour of _____ for onward distribution as per the guidelines.
7. The fellowship will begin from the month of July of that year and will continue for 10 months.
8. The amount of fellowship will be deposited every month directly into the bank account of the beneficiary after the receipt of attendance and work report endorsed by the mentor to the BCUD office / Director Instructions / Registrar Office of the concerned university.
9. *Avishkar* Graduate Fellowship shall be duly acknowledged by the candidate in research publication and/or thesis.
10. The candidate with the help of his mentor will submit a brief report after completion of the period to the BCUD office / Director Instructions / Registrar Office.
11. The fellowship will not be given if the candidate who is receiving any other type of financial assistance (for the research activity).
12. The candidates who are in the final year of Masters Programme shall have the option of opting for *Avishkar Research Fellowship* after due completion of registration formalities for Ph.D. in the same University. The candidate will have a freedom to select the topic of his/her research interest for Ph.D. In this connection, the entitlements (amount and duration) shall be as per the *Avishkar Research Fellowship*.

For *Avishkar Research Fellowship* :

1. The winners of the Post-graduate category (who are in final year) or post PG category and who are registered for Ph.D. in the University shall be entitled for this. The candidate can select the topic of his/her research interest for Ph.D.
2. It shall be given for a period of 24 months or date of submission of thesis whichever is earlier.
3. The fellowship shall not be given to the candidate who is receiving any other type of fellowship or financial assistance from any other source (for the research activity). If the *Avishkar* fellow gets another fellowship in between, he/she shall have to relinquish this fellowship.

4. Desirous candidates shall make application duly forwarded by the mentor to the office of Director, BCUD / Director Instructions / Registrar Office of the concerned University by end of the month of March along with brief proposal on work to be carried out.
5. The university will forward a consolidated requirement of all its winners of the state level *Avishkar* to the host university by the end of May.
6. The host university, after receiving the proposals from all the universities whose representatives have won prizes in the state level *Avishkar* will allocate the amount and send it to the respective universities in favour of _____ for onward distribution as per the guidelines.
7. The fellowship will start from the month of July of every year.
8. The fellowship shall be credited in the bank account of the beneficiary directly after receiving the attendance and progress report, endorsed by the mentor at the end of every month.
9. *Avishkar* Research Fellowship shall be duly acknowledged by the candidate in research publication and/or thesis.
10. The candidate shall submit a brief report at the end of the tenure to the office of the Director, BCUD of the concerned university.

Responsibility of the University:

1. Invite the proposals from winners as above by March end.
2. Prepare a consolidated report and forward the proposal along with requirement of amount to the host university by May end
3. Once the amount is received from the host university, arrange to disburse it as per the guidelines above.
4. **Constitute a committee of experts to monitor the progress of work done on funded proposals**
5. Submit a consolidated UC along with a brief report (indicating whether the end points have been achieved or otherwise) to the host university
 - of the tenure to the office of the Director, BCUD of the university.

9. MODUS OPERANDI OF AVISHKAR

9.1 Steps to be followed before the conduct of Avishkar:

9.1.1 By the office of the secretary to the governor

Formation of Advisory Committee

Every year before the beginning of Academic year, a meeting of ADVISORY COMMITTEE under the Chairmanship of Secretary to the Governor is to be organized to discuss on various issues in conduct of all activities initiated by the Chancellor's office. The members of this committee comprise of the representative send by the Hon'ble Vice Chancellor of all universities in the state of Maharashtra. Every member is expected to know the details of all the events.

A meeting of the Advisory Committee needs to be convened at least one month before the beginning of the academic year.

Role of advisory committee

- To finalize the dates of conduct of events
- To approve the budget proposed by the Core Committee
- To approve the selection process and format of registration form
- To approve the formation of various committees
- To approve the functions of committees
- To approve the roles of Organizing University, Director BCUD, District Selection Committee
- To suggest proper Uniform/Dress Code, format for Certificate and Badge
- To take review of performance and conduct of event
- To provide overall guidance to the Organizing Committee

Agenda for the meeting of advisory committee

- To finalize the dates of conduct of all events
- To approve the budget proposed by the Committee
- To approve the selection process and format of registration form
- To approve the formation of various committees
- To approve the functions and roles of Organizing University, Director BCUD, District Selection Committee
- To suggest proper Uniform/Dress Code, format for Certificate and Badge
- To take review of performance and conduct of event
- To provide overall guidance to the Organizing Committee
- Any other matter with the permission of Chair

9.1.2 By the director BCUD of all universities:

- All the Directors, BCUD of respective universities with consent of Vice-Chancellors should send the letters to District wise Colleges and invite students for selection **trial**.

- A letter with Selection Criteria with District level process including panel for selection to be given.
- District wise selected participants shall be called for University level selection and the list of final contingent with the consent of Vice-Chancellor be sent to Organizing University.
- Prepare final list of contingent members including the details such as College, category, Level and Title of the project and send to organizing university.

District level committee for selection:

Sr. No.	Description	Position
1	Principal – Senior amongst the colleges in district	Chairperson
2	Research Scientist-Academic Institution	Member
3	Research Scientist – Industry	Member
4	Experts in the disciplines	Member
5	Representative of Director BCUD	Member
6	Director, DSW	Member
7	Avishakar – Coordinator of University	Member- Secretary

9.1.3 By the organizing university:

- A Letter of invitation for participation be sent to all universities in the state other than Deemed to be universities
- Letter for requesting contributions on the pro-rata basis from the participating universities
- Provide logistic arrangements for the event
- Seek all the permissions from the Police and other authorities if required necessary for the conduct of convention

9.1.4 By the district selection committee

- Take the follow up with colleges and ensure their participation in the selection ~~camp~~trial.
- Select appropriate venue for the selection ~~camp~~trial with necessary arrangements
- Identify members for selection panel as per the guidelines
- Prepare final list of winners in the district including the details such as College, category, Level and Title of the project and send for final selection round to university.

9.1.5 Formation of Organizing Committee

Committee Composition (The number to be decided by the Vice-Chancellor)

Vice Chancellor of Organizing University	: Chairman
Pro-Vice Chancellor	: Member
Member of Management Council	: Member
Registrar	: Member
Finance and Accounts Officer / Comptroller	: Member
Director, BCUD / Research	: Member
Dean/s of Faculties	: Member
Director, Sports / Assistant Professor Physical Education	: Member
Expert/s in the field	: Member
Director, Students' Welfare	: Member-Secretary

9.1.6 Role of Organizing Committee

- *To prepare estimated budget for the event*
- *To send invitation to all universities for the participation*
- *To write to universities for contributions on pro-rata basis*
- *To identify venues for accommodation for all*
- *To provide venues and infrastructure for the purpose*
- *To provide transportation to all*
- *To form sub-committees and availability of human resources*
- *To organize for hygienic food arrangements*
- *To provide adequate water supply and drinking water*
- *To make available the services of Medical Officers & Health center in emergencies*
- *To keep an proper account of financial provisions made during the event*
- *To provide proper publicity of the event*
- *To prepare a detailed report and audited statement of accounts within one month*
- *The result of the event including the names of winner with their college, contact numbers with email IDs be prepared and copies be sent to Governor's office.*

9.1.7 Role of Organizing University

- *To provide accommodation for all the participants (Male and Female separately) including their contingent leaders*

- *To provide accommodation for the Judges, Resource Persons, Observer and Finance Committee Members and other invitees*
- *To provide transportation to all participants including other officials as a part of the event*
- *To make available the infrastructure required for the event purpose and a pendal / hall to accommodate 1200 persons*
- *To prepare sub-committees and human resources be made available for the conduct of event*
- *To organize for hygienic food arrangements for the participants and other officials*
- *Adequate water supply and drinking water and proper toilet facilities*
- *To make available the services of Medical Officers & Health center in emergencies*
- *To keep an proper account of financial provisions made during the event*
- *To provide proper publicity of the event through different media and also organize press conference*
- *To prepare a detailed report and audited statement of accounts within one month after the conduct of event*
- *The list of winners including their address and contact numbers with email ids be prepared and copies be sent to Governor's office.*

9.1.8 Role of Director, BCUD

- *In consultation with Hon'ble Vice-Chancellor of the University a letter be send to all colleges inviting participants for the district level selection process, mentioning the criteria for selection*
- *As far as possible Director, BCUD or Representative from Organizing Committee should attend the district level selection process.*
- *Organize Selection process at University level for University Contingent*
- *After obtaining approval from Hon'ble Vice Chancellor, the list of contingent members with all the documentary proofs be submitted to the office of the Organizing University*
- *It will be responsibility of Director BCUD or concern University Officer to submit the list of contingent with all necessary documents.*
- ***The lists with incomplete information will not be entertained.***

9.1.9 Formation of Sub- Committees& their Role

Under the directions of Vice-Chancellor various sub-committees are formed and number of members in the committees is to be restricted or minimized as per actual requirements. There is no necessity of involving each and every staff of the university in various committees.

1) **Registration Committee:**

- a. Reception at Railway Station & Bus Stand.
- b. Registration of delegates at University.
- c. Allotment of Accommodation and Food coupons.

2) **Accommodation Committee:**

This committee is divided into 3 parts viz.

Accommodation for male participants and team managers

Female volunteers & team managers

Judges and special invitees

- a. To make available the rooms in good conditions.
- b. To look after cleanliness, water supply and sanitation.
- c. To provide bedding to participants, team managers and other officials.
- d. To make available the accommodation plan to Registration Committee, Transport Committee.

3) **Transport Committee:**

This committee is divided into 2 parts viz.

Transportation for participants, team managers

Transportation for Judges, special invitees & Other Officials.

- a. To liaise with University Designated Colleges for availability of vehicles.
- b. To keep record of fuel supplied & K.M. readings of college buses.
- c. To make available hired vehicles as per University Procedures.
- d. To keep record of hired vehicles.
- e. Provide Transport facility from Railway Station / Bus Stand to Registration Counter and then upto place of accommodation.
- f. Provide Transport facility from place of accommodation to food location and place of training and return to place of accommodation.
- g. To provide transport facility from place of accommodation to Railway Station/ Bus Stand.
- h. Transportation of trainers and other officials from their place of accommodation to training location and return.

4) **Food Committee :**

- a. Call for tenders & finalize the vendors for supply of food as per University norms.
- b. Proper food arrangement, pandol at food location.
- c. To keep vigil on cleanliness, potable water supply, seating arrangements etc.
- d. To provide potable water at all location
- e. To arrange water at all venues and water supply for sanitation at accomodation

5) **Invitation & Certificates Committee:**

- a. Prepare draft of invitation as per protocol.

- b. Printing of invitation card as per University norms.
 - c. To send the invitation cards to dignitaries, various University Officials, Colleges & University authority members, etc.
 - d. Printing, writing & distribution of Certificates as approved by the organizing committee as per University norms.
- 6) **Publicity Committee:**
- a. To arrange the Press Conference before the event.
 - b. Publishing of news regarding the event in print & electronic media.
 - c. Publication of University newsletter as per approval.
 - d. To liaise with video shooting & photography committee for getting the clipping & photographs of daily events.
- 7) **Volunteer Committee:**
- a. To assist as per requirement of various committees.
- 8) **Fund Raising Committee:**
- a. Liaise & communication with donors for obtaining maximum donation in terms of sponsorship.
- 9) **Purchase & Accounts Committee:**
- a. To make purchase for the event as per the needs of committee as per University norms.
 - b. To oversee the tendering process of the committees.
 - c. To provide the advances for smooth functioning of the committee as per University norms.
 - d. To make proper statement of accounts & get it audited from auditor in time
- 10) **Cultural Programme Committee :**
- a. Arrange the cultural programmes, morale lectures, etc.
- 11) **Medical Committee:**
- a. To provide 24 hours medical facility.
 - b. To make available first aid on the site.
- 12) **Report Writing Committee:**
- a. To cover all activities of the function.
 - b. To record the observations & recommendations.
 - c. To prepare the report & submit it to the University for approval.
- 13) **Pandol & Stage Arrangement Committee:**
- a. To call the tenders / quotations as per University norms.
 - b. To get erected the pandol & make seating arrangements, lightening, sound arrangements, generator, etc.
 - c. Stage arrangement as per protocol (Inaugural, closing & for all common activities)
And arrange for Rangoli at specified locations.

14) Felicitation & Memento Committee:

- a. To prepare & distribute the memento as per the norms.
- b. To arrange for felicitation.

15) Protocol and Flag Committee:

- a. Strictly follow the protocol during the entire event.
- a. To arrange & erect the Colleges & University flag.

16) Video shooting & Photography Committee:

- a. To provide clipping & photographs of daily events to publicity committee before 1800 hrs daily.
- b. Call for quotations & finalize the service provider as per University norms.
- c. Obtain the approval for number of hours of video shooting & number of photographs.
- d. Selection of photographs for printing, preparation of photo album, multiple number of video shooting CDs / DVDs.

17) Scientific Lecture Co-ordination Committee :

- a. To liaise with Resource Persons for Scientific Lectures
- b. To arrange accommodation, Transportation for the Resource Persons and necessary arrangements for the Lecture.

9.2 STEPS TO BE FOLLOWED AFTER THE CONDUCT OF CONVENTION

9.2.1 By the Organizing University

- Prepare a complete report of Avishkar with observations and suggestions
- Release the Press note for publicity in Print Media
- Prepare a audited statement of accounts and send it for the approval of Finance committee

9.2.2 By the University Director, BCUD

- Collect list of winners and analyze properly for the improvement if any for the forthcoming event.
- Organize with District Chairperson to convene meeting of District Level Committee for the review of activity of Avishkar
- Submit the proposal to Vice-Chancellor for the conduct of Training and Awareness programs in the districts for the improvement of Avishkar
- Prepare report on the conduct of activities of Avishkar and send it to the office of the Vice-Chancellor

9.2.3 By the Office of the Secretary to the Governor

- Take a review of conduct of Avishkar by the organizing university
- Obtain a complete report of Avishkar with observations and suggestions by the organizing university
- Obtain an Audited Statement of Accounts and convene a meeting of Advisory committee of Avishkar for the approval of the same and take review of activities of Avishkar

10. COMPLAINTS/OBJECTION/PROTEST

- *There shall be a Protest Committee comprising:*

Chairman of Observer Committee appointed by the Chancellor Office shall act as a Chairperson

Director BCUD/Organizing Secretary/DSW of the Organizing University and

Director BCUD/Organizing Secretary/DSW of the next Organizing University shall act as the members of Observer Committee.

The Grievance Sorting Committee, Vigilance Committee and the Committee for prevention of sexual harassment of the host University shall assist for smooth conduct of Avishkar.

- Any dispute / discrepancies observed during the event shall be resolved by this committee.
- The decision given by the protest committee shall be binding on the complainant.
- Any discrepancies during the event should be brought to the notice “in writing” to the Organizing Secretary by the team manager of the respective university. No participant should interact directly to this committee.
- Any dispute / discrepancies aroused upon the declaration of the results shall be brought in to the notice “in writing” to this committee by the team manager of the objecting university.
- If the decision given by Protest Committee is not acceptable, then the concern University’s Team manager may approach Vice-Chancellor of the Organizing University.
- If the objection raised is not resolved, then the representation shall be made in writing to the office of the Chancellor by the authorities of the concerned university.
- No official or any member of the university shall go to press on any controversial issues or any **heated arguments with the organizing university.**
- If any misbehavior or code of conduct is violated the concerned university’s participant or officer is liable to be punished or necessary action will be taken as decided by the Chancellor’s office or resolved in the advisory meeting at Rajbhavan.

11. CHECK-LIST FOR THE CONTINGENT

Ensure collection of following:

- College Identity Card, Proof of date of Birth
- Duly filled Registration Form with passport size photograph
- Commitment Certificates duly signed by all
- Clothes, Bed sheet, Bed spread, material for daily use
- Pair of shoes, Torch and other required material
- True copies of various documents as a proof
- Personal brief bio-data, Diary and a pen

Check-List for District Committee

Ensure Following things

- Participation of all Colleges in the district for selection trial.
- Proper formation of selection panel
- Prepare a format for selection trial
- Identify venue for selection camp convenient for all the colleges
- Prepare a list of selected contingent members with Leaders
- Single participation from every College/Institution
- Collection of necessary documents
- Formation of District Level Committee

Check-List for University Director BCUD

Ensure Following things

- Letters are sent to all colleges districtwise with selection criteria and process
- Prepare a list of selected contingent members with Leaders/Team Managers
- Single participation from every College/Institution
- Collection of necessary documents
- Formation of District Level Committee
- Selected contingent sent to Organizing University
- Necessary documents are attached with the entry form

Note: This is just a check-list at a glance; however every stake-holder involved in the process of Avishkar must go through the document /notification/letters issued time to time, by the organizing university.

12. GUIDELINES FOR COMMITTEES APPOINTED BY THE CHANCELLOR'S OFFICE RAJBHAVAN MUMBAI

Aims and Objectives:

- *Identify the hidden talents and capacities of the Youth involved in the Universities.*
- *Organize the State Level Inter- University Competitions to identify such talents, Krida-Mahotsav for Sports, Indradhanushya for Cultural, Avishkar for Research and Avhan for Disaster Preparedness with the support of State Universities.*
- *Provide financial assistance through the contributions from University students @ Rs 30/- per student per year.*
- *Prepare and Promote talented Artists/Sports persons and Researchers to participate at National/International events.*
- *Prepare Youth to undergo training on Disaster Preparedness and support Government Machinery for the cause of Disaster Management as a Social Responsibility*
- *Appoint Observer and Financial Management Committees for the smooth and effective conduct of the events.*
- ~~*The Advisory Committee and Organizing Committee for Avhan has been constituted separately with the approval of Advisory Board.*~~
- *Ensure that the Corpus fund in case of Avishkar and Avhan is utilized for the purposes which are identified.*
- *Provide suggestions and guidelines in the Advisory Board after the deliberations on the reports presented by the Chairpersons of the committees of various events for implementing those in forthcoming events.*

Functions of Observer Committee:

- *The Members of the Committee in consultation with the Organizing University should visit the campus at least one month prior to the conduct of event for logistic arrangements.*
- *Should discuss on the issues such as accommodation of participants, Judges, Invitees, Guests and Committee Members.*
- *Proper Toilet facilities with water arrangements.*
- *Quality and Hygienic Food with sufficient drinking water.*

- *Transportation facilities with minimum hired vehicles.*
- *Arrangements for Inaugural and Valedictory Programs with venues for the conduct of events.*
- *Supporting facilities such as Sound Systems, Light Arrangements, etc.*
- *Proper arrangements for registration and distribution of kits, if any.*
- *Proper publicity is given for the event through Print and other media.*
- *Necessary/Required human resources are made available.*
- *Members of the committee should be present during the conduct of event to provide necessary guidelines and extend their support for the smooth and effective functioning of the event.*
- *Chairman of the Committee should prepare report in consultation with other members and submit it to the H'ble Secretary to the Chancellor within one month after the conduct of event.*
- *After obtaining the approval from the Secretary on the report, the copies of the same are circulated to all the concerned officers of the University for Open Deliberations in the next Advisory Board for their suggestions and comments, if any.*
- *The format for the Report is provided as a reference document, and the report should be brief with proper suggestions, if any.*

Functions of Financial Management Committee:

- *The Members of the Committee in consultation with the Organizing University should visit the campus at least one month prior to the conduct of event for preparation of estimated budget.*
- *While finalizing budget they should take into account the number of participants, duration of the event, status of venue(rural or urban area),Infrastructure required for the conduct of event, Number of Resources/Judges required*
- *Ensure that only 50% of the contributions should be used for the conduct of event and remaining 50% be used for the Infrastructure development required for the purpose*
- *Members of the committee should be present during the conduct of event to provide necessary guidelines and support the smooth and effective functioning of the event*
- *Chairman of the Committee should prepare report in consultation with other members and submit it to the H'ble Secretary to the Chancellor within one month after the conduct of event.*
- *After obtaining the approval from the Secretary on the report, the copies of the same be circulated to all the concerned officers of the university for open deliberations in the next Advisory Board for their suggestions and comments, if any.*
- *The format for the Report is provided as a reference document for Observer Committee; however Finance Management Committee should compliance their report with estimated budget and with proper suggestions, if any.*

**FORMAT FOR REPORT BY THE CHAIRMAN OF OBSERVER /FINANCIAL
MANAGEMENT COMMITTEES OF THE AVISHKAR**

(First Page)

Covering Letter to the Hon'ble Secretary to the Governor by the Chairman of Committee.

(Second Page)

**REPORT ON AVISHKAR – (YEAR)
STATE LEVEL INTER-UNIVERSITY COMPETITIONS OF RESEARCH**

ORGANISERS:

DURATION:

REPORT BY:

Chairman:

- Name:
- Position:
- Institute:
- Contact No:
- Email id:

Members: Mention the Names of other members with their details.

(Third Page onwards)

AIMS AND OBJECTIVES:

LAST THREE YEARS VENUE:

OBSERVATIONS:

ORGANISATION OF THE EVENT:

Formation of committees:

Participation & Selection:

Accommodation:

Transportation:

Group insurance policy:

Medical facility:

Food arrangements:

Inauguration & Valedictory program:

Cultural program:

Press/Media coverage:

Venues for event/Training:

Training/Community Training: (For Avhan)

Cultural coordinators/Team Managers/ Contingent Leaders:

Estimated budget and Expenses:

Rotating Trophies:

Any Other:

SUGGESTIONS:

Suggestions should be notified point wise and be of practical and workable in nature.

13. IMPORTANT POINTS TO BE REMEMBERED

Travel plan of the Contingents:

- Director of BCUD/Students' Welfare/Registrar of each University should send the list of all the participants to the Organizing University at least 10-15 days in advance before the start of event.
- The travel plan of the contingent including date of travel, mode of travel and the Railway Station or the Bus stand must be informed to the Organizing University at least 10 days in advance before the start of event.
- All Contingents should reach the event site by evening of the previous day of the beginning of the event as the Inaugural Program will be always in the morning of the first day of the event.
- All contingents will leave the event site after Valedictory Program and Lunch in the afternoon. In case, the time of the Bus or Train falls on the next day they should inform organizer in advance (when they inform the travel details before the start of the event for the logistic arrangements to be done)

Food Arrangements

- The Organizing University will provide the food for all the participants from the evening of a day prior to the beginning of the event till the afternoon of the end of the event after valedictory programme and for those if their train or bus leaves on the next day provided they inform about their travel plan in advance.
- However, every University Contingent will book for their return journey tickets, such that they will depart from the campus of the organizing University after the conclusion of the Valedictory program.
- The Organizing University will make arrangements for the distribution of food with separate stalls/counters for Girls, Boys, Teachers and Officials to avoid rush and for effective time management
- The organizers will ensure for supply of hygienic food and good quality (potable) water for drinking

Accommodation

- The Organizing University will ensure proper arrangements for accommodation separately for Boys, Girls, Team Managers and other officials with sufficient water and toilet facilities.
- Accommodation of the Guests of Honour, Invitees and Dignitaries will be done in the University Guest House with proper facilities.

Registration and Transportation

- Registration Committee will ensure collection of required documents from the Contingent Leaders and issue them the Identity cards, other material with kit, T Shirt and Cap (if any), and allotment of Rooms.
- The details of Contingent with their name, College with address, Mobile number including email id be collected as per the format already given.
- The organizing university shall arrange transportation to the contingent from University campus to Bus Stand or Railway station when they arrive and also while their departure. Transportation shall also be arranged for contingents to the various event sites, if the distance matters.
- The organizing university shall arrange transportation for the Guests, Speakers and the Members of the Organizing and Advisory Committee

14. VENUE FOR AVISHKAR: RESEARCH CONVENTION

1. Rastrasant Tukadoji Maharaj Nagpur University Nagpur – 2006-07
2. SNDT Women's University Mumbai – 2007-08
3. Sant Gadge Baba Amaravati University Amaravati – 2008-09
4. Sholapur University Sholapur – 2009-10
5. Maharashtra University of Health Sciences Nashik – 2010-11
6. Shivaji University Kolhapur – 2011-12
7. Dr Balasaheb Sawant konkan Krishi Vidyapeeth Dapoli – 2012-13
8. North Maharashtra University Jalgaon – 2013-14
9. Maharashtra Animal & Fishery Sciences University, Nagpur - 2014-15
10. Savitribai Phule Pune Vidyapeeth, Pune – 2015-16
11. Mahatma Phule Krishi Vidyapeeth, Rahuri – 2016-17
12. Gondwana University, Gadchiroli – 2017-18