

## Budget Head

### Permissible Budget Heads for Conducting Seminars/Workshops

S.No.	Budget Head	Percentage of Budget to be allocated
1	Domestic Travel	15%
2	Accommodation	15%
3	Food Expenses	30%
4	Honorarium to Key Paper Writers & Presenters/lecture deliverer	25%
5	Contingency/Office Expenses (Including Venue Bookings, Printing, Stationery, Xeroxing, Banner/ Poster, Certificates, Audit Charges)	15%
	Total	100%

#### Note:

1. Momentums, Shawls, Bouquets, Garlands and Printing of Souvenir are not permissible.
2. The amount need to be booked against the percentages mentioned above.
3. The duration of each session is one and a half hours (90 Minutes). There shall be at least 3 lectures per day followed by a detailed discussion/interaction with the participants in the case of an online Research Methodology Course. Resource person may be assigned to a maximum of 2 sessions in the entire course. However, one resource person can be assigned more than two sessions in the entire program in case the resource person has expertise in dealing with some statistical packages or models, where there is a need for earmarking more than two sessions such as SPSS.