**Guidelines to organize Short Term Courses (STCs)/ Faculty Development Programs (FDPs)/ Short Term Training Programs (STTPs)/ Workshops/ Seminars/ Conferences/ Symposium/ Expert Lectures etc. in the Institute regarding:**

1. **Short Term Courses (STCs)/ Faculty Development Programs (FDPs)/ Short Term Training Programs (STTPs)/Workshops**
2. The Coordinator(s)/ Convener(s) (total not more than three), should submit the proposal in the prescribed proforma, through respective HOD/Coordinator of School, after approval of DAC/SAC to the office of Dean (FW) at least 7-8 weeks in advance of the dates of the proposed course/program. After examining, the Dean (FW) shall forward the proposal with specific recommendations for administrative / financial approval to the competent authority.
3. Adequate efforts must be made for external collaboration with Industry/ Academic Institutions/ R&D organizations & other Professional Government Funding Agencies etc. to seek financial support/sponsorship for conduct of the course/program. The proposal need to be accompanied by the letter of intent from collaborative agencies, if applicable.
4. If the course/program is in a self-finance mode, the Coordinator/Convener may raise funds through registration fee, sponsorship or external funding through collaboration, however, a refundable seed money of Rs. 30,000/- (maximum limit) may be sanctioned by the institute to meet the initial expenses of program.
5. The maximum allowable financial support for a one-week program (5/6 days) can be **Rs.1.0 Lakhs.** In other cases, it may be decided proportionally depending upon the duration of program.
6. Adequate efforts must be made to have participation of foreign delegates / resource persons if the program is of International in nature.
7. Following table may be referred for the registration fee to be charged from various categories of delegates:

|  |  |  |
| --- | --- | --- |
| **Duration of Program/Course (days)** | **Minimum Registration Fee per Delegate** | |
| 1-2 | Research Scholar/Student | Rs. 500 |
| Faculty | Rs. 1500 |
| Industry/R&D / Govt. Organization | Rs. 3000 |
| Foreign Delegate (Academia /Industry) | $ 100 |
| 3-6 | Research Scholar/Student | Rs. 1000 |
| Faculty | Rs. 3000 |
| Industry/ R&D / Govt. Organization | Rs. 6000 |
| Foreign Delegate (Academia/Industry) | $ 200 |

1. Funds received/collected/generated shall be utilized for the proposed activity only and will not be used/transferred for any other activity. The registration fee collected from the participants shall be deposited in the designated Institute account and will be a part of the IRG of the institute, however, out of which, 75% (maximum) of the registration fee may be utilized for various expenditures of the event after approval from the competent authority.
2. The institute shall extend financial support for organizing for two Short Term Course (STC)/ Faculty Development Program (FDP)/ Short Term Training Programs (STTP)/Workshop in one academic year for each Department/School.
3. Three should be minimum 20 participants with at least 50% participants from outside the institute.
4. Institute facilities like guest house, hostels, Senate/Jubilee Hall, CCN, vehicles or any other source etc. may be utilized for organizing such activities with the prior approval of competent authority. No memento will be purchased for the experts by the Coordinator (s) / Convener. however, if required, institute memento may be used and the cost of the same will be a part of the expenditure of the event.
5. External Experts /resource persons will be treated as institute guests with the prior approval of competent authority. TA/DA to the external experts would be admissible as per Institute norms / TEQIP III norms. Honorarium for internal/external experts would be admissible as given below:

|  |  |  |
| --- | --- | --- |
| **Institute Rules** | **TEQIP III Norms\*** | |
| **External Experts:**  Rs. 4,000/- per Lecture  (1.5 hrs duration)  Maximum 2 Lectures per program / Course | Persons from Institutions of National Importance, Industry expert and Institutions participating in TEQIP-III | Rs. 5,000/- per day |
| Persons from Non-TEQIP Institutions: Principal/ Professor / Associate Professor  Assistant Professor /Contract faculty | Rs. 4,000/- per day  Rs. 3,000/- per day |
| **Internal Experts:**  Rs. 2,000/- per Lecture  (1.5 hrs duration)  Maximum 2 Lectures per program / Course | No honorarium is payable to the faculty/person from Mentor/ Mentee institutes for the activities under twinning arrangement. | |

**\*Valid for TEQIP III project duration only**

1. A feedback may be collected from the participants after the end of program/course. Also a copy of course material be compiled and arranged to be placed in Central Library and may be uploaded on web portal of the Institute.
2. After completion of the program, the program coordinator(s)/convener is required to submit the following to the office of Dean (FW):
3. Copy of the registration sheet
4. A brief report on the program with outcome along with some representative photographs (soft copy)
5. The accounts should be settled within two weeks after the completion of the program.

1. **Conference/Symposium/Seminar**
2. The Chairman/ Convener/Coordinator/Organizing Secretary (total not more than five) should submit the proposal in the prescribed proforma duly approved by DAC/SAC to the Dean (FW) Office at least 9 months (International) and 6 months (National) before the proposed date of the event. After examining, the Dean (FW) shall forward the proposal with specific recommendations for administrative / financial approval to the competent authority.
3. Adequate efforts must be made for external collaboration with Industry/ Academic Institutions/ R&D organizations & other Professional Government Funding Agencies etc. to seek financial support/sponsorship for conduct of the event. The proposal need to be accompanied by the letter of intent from collaborative agencies, if applicable.
4. The proceedings of conference/symposium/seminar must be published with ISBN identification or any other international indexing (scopus) etc.
5. The institute shall extend financial support for organizing for one international / national conference / seminar / symposium in one academic year for each Department/School. The maximum financial assistance from Institute will be as per the following table:

|  |  |  |
| --- | --- | --- |
| **Duration (days)** | **Type of activity** | **Institute Financial Support(Rs. In Lakhs)** |
| 1-2 | International Conference/ Seminar / Symposium | 2.0 (Maximum) |
| National Conference/ Seminar / Symposium | 1.0 (Maximum) |
| 3-5 | International Conference/ Seminar / Symposium | 3.0 (Maximum) |
| National Conference/ Seminar / Symposium | 2.0 (Maximum) |

1. Adequate efforts must be made to have participation of foreign delegates/resource persons if the program is of International in nature. Following table may be referred for the registration fee to be charged from various categories of delegates:

|  |  |  |
| --- | --- | --- |
| **Duration (days)** | **Minimum Registration Fee per Delegate** | |
| 1-2 | Research Scholar/Student | Rs. 500 |
| Faculty | Rs. 1500 |
| Industry/ R&D / Govt. Organization | Rs. 3000 |
| Foreign Delegate (Academia/Industry) | $ 100 |
| 3-5 | Research Scholar/Student | Rs. 1000 |
| Faculty | Rs. 3000 |
| Industry/ R&D / Govt. Organization | Rs. 6000 |
| Foreign Delegate (Academia/Industry) | $ 200 |

1. Funds received/collected/generated shall be utilized for the proposed activity only and will not be used/transferred for any other activity. The registration fee collected from the participants shall be deposited in the designated Institute account and will be a part of the IRG of the institute, however, out of which, 75% (maximum) of the registration fee may be utilized for various expenditures of the event after approval from the competent authority.
2. External Experts /resource persons may be treated as institute guests with the prior approval of competent authority. TA/DA to be external experts would be admissible as per Institute norms / TEQIP III norms. Honorarium for internal/external experts would be admissible as given below:

|  |  |  |
| --- | --- | --- |
| **Institute Rules** | **TEQIP III Norms\*** | |
| **External Experts:**  Rs. 4,000/- per Lecture (1.5 hrs duration)  Maximum 2 Lectures per activity | Persons from Institutions of National Importance, Industry expert and Institutions participating in TEQIP-III | Rs. 5,000/- per day |
| Persons from Non-TEQIP Institutions: Principal/Professor / Associate Professor  Assistant Professor /Contract faculty | Rs. 4,000/- per day  Rs. 3,000/- per day |
| **Internal Experts:**  Rs. 2,000/- per Lecture (1.5 hrs duration)  Maximum 2 Lectures per activity | No honorarium is payable to the faculty/person from Mentor/ Mentee institutes for the activities under twinning arrangement. | |

**\*Valid for TEQIP III project duration only**

1. Institute facilities like guest house, hostels, Senate/Jubilee Hall, CCN, vehicles or any other source etc. may be utilized for organizing such activities with the prior approval of competent authority. No memento will be purchased for the experts by the organisers. however, if required, institute memento may be used and the cost of the institute Mementoes will be a part of the expenditure of the event.
2. After completion of the event, the event Chairman/Organizing Secretary is required to submit the following to the office of Dean(FW)
3. Copy of the registration sheet
4. A brief report on the program along with some representative photographs

(soft copy)

1. A copy of proceedings be placed in Central library and be uploaded to web portal of the institute.
2. The accounts should be settled within two weeks after completion of the activity.
3. **Expert Lectures**
   * 1. Experts may be invited with their long experience in their respective domain in highly reputed R&D organization/Industry/Academic Institutions from India and Overseas. Maximum two lectures (1.5 hrs each) can be delivered by an expert per visit.
     2. TA/DA & honorarium to the external expert will be paid as per institute rules/ TEQIP-III norms whichever is applicable, however, overseas experts will be entitled for local (with in India) travel only.
     3. Institute facilities like guest house, hostels, Senate/Jubilee Hall, CCN, vehicles or any other source etc. may be utilized for the experts with the prior approval from competent authority.
     4. Adequate effort must be made for maximizing the participation from faculty/ students. No memento will be purchased for the experts.
     5. No memento will be purchased for the experts by the organisers. however, if required, institute memento may be used and the cost of the institute Mementoes will be a part of the expenditure of the event.
     6. A report on the lecture may be sent after completion of activity to the office of Dean (FW) in the prescribed proforma. The accounts should be settled within two weeks after completion of the activity.