

Guidelines for Organizing Various Academic Activities
(International/National Conferences, Workshop, Short Term Course, Short
Term Training Programme, Faculty Development Programme, Expert
Lectures/Webinar, and Seminar) at NIT Uttarakhand

OBJECTIVES

- ❖ To enrich technical and organizing skills of the faculty members.
- ❖ To promote research collaboration with academic, research Institutions, and Industries.

MODE OF SEEKING APPROVAL

- ❖ Any Faculty member from the Institute will be eligible to organize any events like International/National Conference Workshop, Short Term Course, Short-term Training Programme, Faculty Development Programme, Expert Lectures/Webinar, and Seminar either alone or jointly with other institute/organization.
- ❖ The proposal must be recommended through the Departmental Faculty Board meeting/section.
- ❖ Faculty member may submit the proposal for seeking administrative and financial approvals.

1. INTERNATIONAL/NATIONAL CONFERENCE (Offline/Online/Hybrid)

a) Organizing committee of the proposed conference may initiate the proposal including estimated expenditure under various heads such as Honorarium and TA/DA to Experts (if applicable), Boarding & Lodging (if applicable), Contingency/Stationery/Miscellaneous items and amount to be collected as registration fees etc. for organizing the event as Organizing Secretary/Chairman/Convener for seeking administrative and financial approvals from the competent authority (Dean(R&C)/Director). Organizing committee shall strive to seek external sponsorships from different organizations/agencies such as AICTE, INSA, DRDO, CSIR, DST, professional bodies, and Industries, etc.

Note: In some of the cases the publication charges for the proceedings might be applicable. These may be over and above the Registration fee; the Organizing committee may work out the details and seek approval separately of the same.

- b) Organizing committee will be responsible for taking all necessary measures with regard to the issues of International Participants whenever applicable.
- c) Organizing committee will be responsible for maintaining of all relevant records (registration/attendance, stock registers, cash book, etc.) and make these available as and when required.
- d) Organizing committee will also be responsible for completing all the formalities related to the settlement of the amount received through Institute/sponsorship from external agencies.

2. WORKSHOP, FACULTY DEVELOPMENT PROGRAMME (FDP), Short-Term Training Programme (STTP), SHORT TERM COURSE (STC) (Offline/Online/Hybrid) [Minimum 5 DAYS DURATION]

- a) The proposed programme of minimum five days duration must have 10-20 sessions including practical sessions wherever possible.
- b) A day-to-day tentative schedule of the proposed event indicating lectures as well as laboratory/practical sessions must be furnished along with the proposal.
- c) The organizing committee shall also be responsible for seeking external sponsorships from agencies such as AICTE, INSA, DRDO, CSIR, DST, Professional bodies, Industries, etc., if required.
- d) The organizing committee of the proposed event may initiate the proposal including estimated expenditure under various heads such as Honorarium and TA/DA to Experts, Boarding & Lodging, Contingency/Stationery/Miscellaneous and amount to be collected as registration fees, etc for organizing the event as Co-ordinator/Convener for seeking administrative and financial approvals from the competent authority (Dean(R&C)/Director). The proposal should normally be made for a maximum of 50 (fifty) participants including 70% participants from outside i.e. from reputed Institutions/Industries/R&D Labs.



3. WORKSHOP (\leq 3 DAYS)/EXPERT LECTURE/WEBINAR/SEMINAR/STTP/ STC (Offline/Online/Hybrid)

- a) The workshops may be normally for students and must be targeted for minimum 30 and a maximum of 100 participants.
- b) The proposal for organizing expert lectures along with CV of the Expert shall be got approved from the competent authority (Dean(R&C)/Director) of the Institute prior to its organization.
- c) A single faculty member/expert may engage maximum of 2 sessions (as per the resolution of senate S.31.13) in one Workshop. However, relaxation to engagement of more than 2 sessions may be allowed with the approval of the competent authority.
- d) The external experts shall be reimbursed admissible travelling allowance (TA), dearness allowance(DA) etc. as per Institute norms and entitlement.
- f) The details of registration fees, relevant bills and forms must be submitted to the Accounts section within one month from the last day of the activity.

4. MODE OF SUBMITTING APPLICATION

The application for organizing the activity duly forwarded and recommended by concerned Head of Department must be submitted along with relevant details specified hereunder:

- a) Brochure of the activity
- b) Tentative list of experts with specialization/expertise
- c) Tentative schedule
- d) Total Budget

5. GENERAL GUIDELINES

- a) The Institute participants willing to attend any event will be exempted from the payment of registration fee (if any).
- b) There can be more than one Organizing Secretary/Coordinator as the case may be, for organizing aforementioned activity.
- c) The Organizing Secretary/Coordinator, as the case may be, must submit complete report (final report along with a few snapshots) within 15 days from the last day of

the activity to the office of Dean (R&C). The report must include details and affiliation of the speakers and participants of the programme and broad outcome/objectives achieved etc.

d) Wherever the Conference/Workshop/FDP/STC/STTP (Offline/Online/Hybrid) is sponsored by external agency or the finances are to be booked to a specific project, the Organizing Secretary/Coordinator must adhere to the guidelines/norms of sponsoring agency.

e) The purchase process, wherever required, must be in accordance with the Institute rules.

f) The certificates must be issued to participants based on their attendance in the event organized and may be signed by Organizing Secretary/Coordinator of the event and Head of the Department. The certificates must bear proper serial number (e.g. IC/NC/WS/FDP/ STTP/STC-MED-001) to avoid any duplicity.

g) E-Certificates for programmes conducted through online mode may be issued.

h) Duly recommended proposals must be submitted to the office of Dean (R&C) for further processing in accordance with the time frame as under:

- **Workshop/FDP/STC:** at least one month in advance from the proposed date.
- **National Conference:** at least six months in advance from the proposed date.
- **International Conference:** at least nine months in advance from the proposed date.

To keep uniformity at the Institute level, the organizing committee for offline/online/hybrid mode of Conference/Workshop/FDP/STC/STTP should be proposed in the following pattern:

A) For Conference

(i) Patron: Director of the Institute

(ii) Organizing Chairman(s)/Conveners: HOD and Faculty member (Max: 02)

(iii) Organizing Secretary(s) : Faculty member (s) (Max: 06)

(iv) Organizing Committee (s): Faculty/Staff member(s), if required



B) For Workshop/FDP/STC/STTP

(i) **Patron:** Director of the Institute

(ii) **Convener(s):** HOD and Faculty member (Max: 02)

(iii) **Coordinator(s):** Faculty member(s) (Max: 04)

(iv) **Organizing Committee(s):** Faculty/Staff member(s), if required

Note: Institute shall provide the financial support to organize the various activities as mentioned below:

S. No.	Type of Event	Mode	Total Budget (max) in Rs	
1	Expert Lecture/Webinar /Seminar/STTP/ Workshop/STC	Online	1 Day (Max. 02 Experts)	15,000
			2 Days (Max. 04 Experts)	25,000
			3 Days (Max. 06 Experts)	35,000
		Offline/ Hybrid	1 Day (Max. 02 Experts)	1,00,000
			2 Days (Max. 04 Experts)	1,50,000
			3 Days (Max. 06 Experts)	2,00,000
2	STC/Workshop/STTP/FDP (5 Days)	Online	1,00,000	
		Offline/Hybrid	2,50,000	
3	International/National Conference	Online	1,50,000	
		Offline/Hybrid	2,50,000	

The following channel to be followed for seeking administrative and financial approval from the competent authority for organizing the above said events

Organizing Committee=>recommendation of the Head of the Department=>AR(Accounts)=> AD(R&C)=>Dean(R&C)=>Director

Prepared by




Dr. Hariharan Muthusamy

Dean(Research & Consultancy)

✓ Approved/Not Approved

Prof. Lalit Kumar Awasthi

Director


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