



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]
{संकायाध्यक्ष (शिक्षक कल्याण)} {DEAN (Faculty Welfare)}



No. NIT/HMR/Dean (FW)-11/2021/ 10594-10616

Dated: 2-11-2021

To

All Deans/HODs/HOCs
NIT Hamirpur (HP)

Subject: Rules for self-sponsored Programme at NIT Hamirpur (HP).

Pursuant to the approval of Competent Authority, I am enclosing herewith the rules for self-sponsored programmes for organizing International/National (conference/symposium), Workshop, Faculty Development programme (FDP), Short Term Course (STC), Seminar, Summer / Winter /Serc (school), Expert Lectures/Webinar etc. at NIT Hamirpur (HP) for your information with the request to submit the proposals according to these rule along with format. It is further directed by the Competent Authority that every HOD/Dean must organise one event per month's atleast.

Dean (FW)
NIT Hamirpur

DA/As above.

Copy to:

1. The Faculty Incharge (CC) with the request to upload the above rules and formats on the Institute Website.
2. Assistant Registrar (A&F/Audit), NIT Hamirpur (HP).
3. PS to Ddirector for kind information to Director please.
4. PA to Registrar for kind information to Registrar please.

Rules (For self-sponsored Programmes)

RULES FOR ORGANIZING INTERNATIONAL/ NATIONAL (CONFERENCE/SYMPOSIUM), WORKSHOP, FACULTY DEVELOPMENT PROGRAMME (FDP), SHORT TERM COURSE (STC), SEMINAR, SUMMER / WINTER /SERC (SCHOOL), EXPERT LECTURES/WEBINAR etc. AT NIT HAMIRPUR

1. AIMS AND OBJECTIVES

- i. To enhance technical and professional competency as well as organizing skill of the faculty members.
- ii. To promote interaction with professionals working in specific areas of research in Academic Institutions, Research Labs, and Industries.
- iii. To provide exposure on latest developments in Academia / Research / Industry to the students from renowned Academicians/Researchers/ Entrepreneurs/Experts from Industry.

2. MODE OF SEEKING APPROVAL

The proposals to organize INTERNATIONAL/NATIONAL (CONFERENCE/SYMPOSIUM), WORKSHOP, FACULTY DEVELOPMENT PROGRAMME (FDP), SHORT TERM COURSE (STC), SEMINAR, SUMMER/WINTER/SERC (SCHOOL) etc. may be submitted as per following broad guidelines:

i. Any faculty member from a Department of NIT Hamirpur will be eligible to organize International/National Conference/Symposium, Workshop, FDP, STC, Seminar, Summer/Winter/SERC School, either alone or jointly, covering various sub-areas under one broader area. Each department shall organize programmes in particular theme area for the benefit of students/faculty.

ii. The events like Workshop, FDP, STC, Summer/Winter/SERC (School) of normally one week duration shall in general be organized during summer/winter break. The proposed programme of five days duration must have 18 sessions (at least 03 sessions of 2 hours duration each per day except the last day) including at least 03 practical sessions wherever required. Such programmes should have sufficient sessions for Software Exposure and Experimental Demonstration wherever possible. 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. For any event of less than 5 days duration, atleast 03 sessions of 2 hours duration must be conducted daily.

iii. The Organizing Secretary/Coordinator of the proposed programme shall apply to Director giving details of the estimated expenditure under various heads such as Honorarium and TA/DA to Experts (if applicable), Boarding & Lodging (if applicable), Contingency/Stationery/Miscellaneous items etc. The proposal shall also mention about the amount to be collected as registration fee, external sponsorships, etc. The proposed programme may have minimum 30 participants. The proposal for FDP/STC/School should normally be made for a maximum of 50 (fifty) participants including 20% participants from NIT Hamirpur and preferably minimum 20 participants from outside i.e. from reputed Institutions/Industries/R&D Labs etc. (Not applicable for FDPs/STCs/Schools/any other event organized exclusively for internal participants), whereas, the Workshops may be arranged for at least 30 students and/or faculty both with a maximum of 50 participants. Further, the organizing Secretary/ Coordinator must adhere to the specific guidelines/norms of sponsoring agency or norms fixed for a specific project in organizing the programmes.

v. The boarding and lodging of the participants shall be arranged in Institute hostels on sharing basis or outside in Hotels on payment basis.

The proposal submitted by the Organizing Secretary/Coordinator is to be forwarded and Recommended by the concerned Head of the Department. The proposal recommended by the Department shall be scrutinized by the Institute Level committee comprising of the following members:

1. Dean (FW) : Chairperson
2. Associate Dean (Faculty Activities and Supports) : Member
3. Associate Dean (Faculty Rectt. and Discipline) : Member
4. Concerned Head of Department: Member
5. Dealing Supdt : Convener

vi. Funding: The programmes shall be organised on self-sponsored basis. The funding by the Institute to various programmes will be provided up to 10,000/- as seed money. In addition to above seed money, amount of the registration fee collected from the participants and the whole amount of the sponsorship received, may also be utilized in organizing the programme.

viii. Non-refundable registration fee may be collected from the participants preferably through SBI Collect and the details may be shared with the Institute cashier as under:

		Registration fee: Offline (Online *)			
Name of Programme		Participants from Academia/R&D	Participants from Industry	Students	Attendee/listener
Conference/Symposium	International	Rs.2500/- (500/-*) USD 200 (USD 70*) for foreign delegates	Rs.4000/- (1000/-*) USD 200 (USD 70*) for foreign delegates	Rs.1000/- (200/-*) USD 70 (USD 40*) for foreign delegates	Rs.1500/- (250/-*) USD 75 (USD 50*) for foreign delegates
	National	Rs.1500/- (250/-*)	Rs.3000/- (500/-*)	Rs.500/- (100/-*)	Rs.700/- (100/-*)
Workshop/FDP/STC/School (Minimum 5 days)		Rs.1500/- (250/-*)	Rs.3000/- (500/-*)	Rs.500/- (100/-*)	
Workshop/Seminar (<5 Days)	1 day	Rs.300/- (100/-*)	Rs.1000/- (300/-*)	Rs.100/- (50/-*)	
	2 days	Rs.500/- (150/-*)	Rs.1200/- (300/-*)	Rs.150/- (50/-*)	
	3 days	Rs.600/- (200/-*)	Rs.1500/- (350/-*)	Rs.300/- (100/-*)	
	4 days	Rs.1000/- (200/-*)	Rs.2000/- (350/-*)	Rs.350/- (100/-*)	

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

The Institute students willing to attend the Workshop/Seminar (< 5 days) will be exempted from the payment of registration fee. The registration fee completely or partially may be waived off for some of the participants belonging to the sponsoring organization /Industry depending on the sponsorship amount. However, during any pandemic situations like COVID-19/any other prevailing circumstances the registration fee may be waived off by the competent authority.

ix. After seeking approval from the Director, the Dean (FW) shall issue the necessary permission letter.

x. The Organizing Secretary/Coordinator will be responsible for taking all necessary measures/permissions with regard to the issues of International Participants whatever applicable, as per Govt. of India norms.

xi. The Organizing Secretary/Coordinator will be responsible for maintaining all relevant records (registration/attendance, stock registers, cash book, etc.) and make these available as and when required.

xii. The Organizing Secretary/Coordinator will also be responsible for completing all the formalities related to the settlement of the amount received through sponsorship from external agencies. If required he/she may suggest suitable faculty member as Treasurer or act as Treasurer himself/herself.

xiii. Each department shall also organize expert lectures/webinars in particular theme area for the benefit of students/faculty

(a) The proposal for organizing expert lectures (offline) (not more than 04 experts in one semester) along with CV of the Expert shall be got approved from the Director of the Institute prior to its organization. The Institute shall provide financial support up to Rs. 20000/- (Max.) per expert for organizing such lectures on diverse fields. The Department can arrange at the most two lectures of one Hour duration each during one visit of the expert.

(b) The proposal for organizing expert lectures through webinars (from not more than 10 experts in one semester) along with CV of the expert shall also be got approved from the Director of the Institute prior to its organization. The Institute shall provide financial support up to Rs. 6000/- (Max.) per expert for organizing such Webinars on diverse fields.

3. BIFURCATION OF EXPENDITURE

The bifurcation of expenditure in various heads out of finances available (Sanctioned amount & Sponsored amount) may not exceed the limits as specified hereunder:

A)	International/National (Conference/Symposium) (~2-3 days)	
i.	Honorarium and TA/DA to Experts	: 30%
ii.	Boarding and Lodging	: 40%
iii.	Contingency/Stationery/Misc.	: 30%

B)	Workshop/FDP/STC/School (≈ one week)	
i.	Honorarium and TA/DA to Experts	: 35%
ii.	Boarding and Lodging	: 50%
iii.	Contingency/Stationery/Misc.	: 15%
C)	Workshop/Seminar (< 5 days)	
i.	Honorarium and TA/DA to Experts	: 75%
ii.	Boarding and Lodging & Misc Expenses	: 25%
D)	Online programmes	
	Honorarium and Misc. Expenses	: 100%

- Experts of various programmes (including internal faculty for online and offline INTERNATIONAL/ NATIONAL (CONFERENCE/SYMPOSIUM), WORKSHOP, FACULTY DEVELOPMENT PROGRAMME (FDP), SHORT TERM COURSE (STC), SEMINAR, SUMMER / WINTER /SERC (SCHOOL), EXPERT LECTURES/WEBINAR etc.) will be paid the Honorarium/Remuneration at the rate of Rs. 3000 per lecture.
- The honorarium for lab classes/sessions of 1 hour duration shall be Rs. 1000 for faculty/expert engaging the practical session and Rs. 400 for associated laboratory staff.
- A single faculty member/expert may engage maximum of 40% of total sessions in one Workshop/FDP/ STC/School etc.
- The external experts shall be reimbursed admissible travelling allowance etc. as per Institute norms and entitlement.
- Variation of up to +10% in subheads of 3 A), B), & C) above (if the programme is not sponsored by any external agency) with due approval of the competent authority can be considered with the condition that the overall expenditure increases by 10% only.
- Coordinators shall ensure that the expenditure for the inaugural programmes (STC, FDP, Seminar, Workshop etc.) shall not exceed the limit of Rs 2000.

4. MODE OF SUBMITTING APPLICATION

The application for organizing the internal/external funded programme (Conference, Symposium, Workshop, Seminar, FDP, STC, and School etc.), duly forwarded and recommended by concerned Head of Department must be submitted along with relevant details specified here under:

- i) Brochure of the programme
- ii) Tentative list of experts with specialization/expertise
- iii) Tentative lecture schedule
- iv) Budget detail/proposal

The Mandate form for organizing the events funded by external agency may be got filled and signed from the Account Section by the concerned Department before submitting the proposal to the Dean (FW) office.

The proposal must be submitted well in advance (at least one month before) to Dean (FW) on standard format for evaluation of the Institute Level Committee, wherever applicable, and subsequent approval of the Competent Authority.

5. GENERAL GUIDELINES

- a. Suitable platform for online events may be decided by the Organizing Secretary/Coordinator as per the Instructions issued by Gol from time to time.
- b. There can be more than one Organizing Secretary/Coordinator as the case may be, for organizing aforementioned programmes.
- c. (i) Efforts should be made by the organizers of the event that Professor or Associate Professor or Assistant professor with experience of at least 3 years in the field, preferably be invited to deliver the expert lecture.
 - (i) The duplicacy in claiming honorarium should strictly be avoided by the Coordinator/Convener.
 - (ii) The organizers may submit the details of registration fee collected separately to the Accounts section with a copy to Dean (FW).
 - (iii) After organizing the event complete proceeding (including the details of session wise lectures delivered by the experts, their session screen short/photographs, list of participants, Attendance record of participants, feedback from participants and broad outcome/objectives achieved etc.) must be submitted with the account Section for final

adjustment.

- d. The account of advance/statement of expenditure of the event (i.e. the sanction amount & sponsored amount along with all supporting documents) must be submitted within one month of the last day of the activity for vetting by the Audit section of the Institute. After vetting the same, the Audit section shall forward the case to the Dean (FW) for further final sanction.
- e. Wherever the Conference/Symposium/Workshop/FDP/STC/Seminar/School etc. (offline or online) 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.
- f. The purchase process, wherever required, must be in accordance with the Institute rules/as per GFR. The purchase committee, if required, must have one member from Accounts and Audit Section and should be approved by the competent authority.
- g. The certificates must be issued to participants based on their attendance in the programme organized and may be signed by Organizing Secretary/ Coordinator of the programme, Head of the Department, and Dean (FW). Prior to issuing of the certificates to the participants, Dean (FW) shall appraise the Director of the Institute about the attendees of the event along with the attendance record. The certificates must bear proper serial number (e.g. IC/NC/WS/FDP/ STC-MED-001) to avoid any duplicity.
- h. E-Certificates for programmes conducted through online mode may be issued as per point "f" above.
- i. Duly recommended proposals (both offline and online mode) must be submitted to the office of Dean (FW) for further processing in accordance with the time frame as under:
 - o **National Conference/Symposium:** at least six months in advance from the proposed date.
 - o **International Conference/Symposium:** at least nine months in advance from the proposed date.
- j. To keep uniformity at the Institute level, the organizing committee for offline as well as online mode of Conference/Symposium/Workshop/Seminar/ School/FDP/STC etc. should be proposed in the following pattern:

A) For Conference/Symposium

- | | |
|-----------------------------|---|
| i. Patron | : Director of the Institute |
| ii. Co-Patron | : Dean (FW) |
| iii. Organizing Chairman | : Head of the Department |
| iv. Organizing Secretary(s) | : Faculty member(s) (Max 02) |
| v. Treasurer | : Faculty member (01) |
| vi. Organizing Committee | : Faculty/Staff member(s), if required. |
| vii. Advisory Committee* | : Renowned Academicians/ Researchers |

*Persons from Reputed Industry may also be considered, if required

B) For Workshop/Seminar/School/ FDP/STC etc.

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|---------------------------|--|
| i. Patron | : Director of the Institute |
| ii. Co-Patron | : Dean (FW) |
| iii. Chairman | : Head of the Department |
| iv. Convener | : Faculty member (01) |
| v. Coordinator (s) | : Faculty member(s) (Max: 02) |
| vi. Treasurer | : Faculty member (01) |
| vii. Organizing Committee | : Faculty/Staff member(s), if required |

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[An Institute of National Importance under Ministry of Education (शिक्षामंत्रालय)]

Format for submitting Self-Sponsored proposals for organizing Workshop Faculty Development Programme (FDP), Seminar, Conference, Webinar, Summer/Winter/SERC School, Short Term Course (STC) Online mode (Min 5 days)

Type of Proposed Programme:

Mode of Organizing the Programme (Offline/online):

1. Name of the organizing Department:

2. Name of Coordinator (s)/Convener:

3. Name of the Treasurer:

4. Title of the proposed programme:

5. Duration & dates of the programme:

6. Nature of the Programme (Theoretical / Practical):

- Details of available Infrastructure/Laboratory facilities related to the programme with the Department/institute:

- Expertise of the organizer(s).

7. Objectives of the Programme:

8. Brief justification of proposal i.e. need for conducting the programme and benefits thereof:

9. Course content (please specify data-wise tentative schedule of lectures and practical):

10. Number of participants expected to attend:

- Details of the registration fee to be collected from the participants:

- Details of lodging facilities available to accommodate the participants:

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11. Whether any such programme has been conducted by the Department in last three years? If yes give details including Title, Name of Coordinator (s), Activity dates etc.
12. Financial assistance required for conducting the Programme: (Estimates to be given on a realistic basis along with justification, and details - use separate sheet as per the guidelines)
13. Agencies Expected to Sponsor/Finance the Event and the extent of finance:
14. Details of Probable Experts:

Sr. No.	Name of Expert	Affiliation	Field of Interest/ Specialization	Proposed Topic to be delivered
1.				
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18.				

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15. Budget Estimates:

Sr.No.	Item Description	Amount in Rs.	Remarks (if any)
1.	Honorarium to the Experts/Speakers		
2.	TA/DA & stay arrangements of the Experts/Speakers		
3.	Boarding and Lodging/Hospitality to participants (Breakfast, Lunch, Dinner, Tea etc.)		
4.	Contingency, Stationery etc. (Printing of Certificates/Banner, Registration Kit, etc.)		
5.	Miscellaneous Expenses (Give Details)		
6.	TOTAL		

Payment to be made *in digital form wherever possible.*

16. Platform to be used for online event:

17. Other information, if any:

Date

Signature of the Coordinator (s)

Recommendation of concerned Head

Head of Department

Comments of Institute Level Committee

Member
Associate Dean (FA&S)

Member
Associate Dean (FR&D)

Member
HOD Concerned Deptt.

Convener
Dealing Supdt.

Dean (FW)
Chairperson

Submitted for approval of the Director

Director

✓