

**RULES FOR ORGANIZING CONFERENCE/e-CONFERENCE (INTERNATIONAL/NATIONAL), WORKSHOP/e-WORKSHOP, FACULTY DEVELOPMENT PROGRAMME(FDP)/e-FDP, SHORT TERM COURSE(STC)/e-STC, EXPERT LECTURES/WEBINAR 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 may be submitted in any of three segments with broad guidelines as specified hereunder:

**A. CONFERENCE/e-CONFERENCE (INTERNATIONAL/NATIONAL)**

- i. Any faculty member from a Department of NIT Hamirpur will be eligible to organize International/National Conference/e-Conference of 2 to 3 days duration either alone or jointly, covering various sub-areas under one broader area.
- ii. Desiring faculty member(s) may submit the proposal for organizing the event as Organizing Secretary for seeking administrative and financial approvals. The Organizing Secretary may choose suitable faculty members in his/her core team for smooth organization of the Conference/e-Conference. The Organizing Secretary shall strive to seek external sponsorships from different organizations/agencies such as AICTE, INSA, DRDO, CSIR, DST, Professional bodies, Industries, etc. Preferably the International/National Conference/e-Conference must be organized under the umbrella of some National/International professional society.
- iii. Normally only one International/National Conference/e-Conference shall be organized by the Department in an academic year. However, under special circumstances (where some external agency has agreed to sponsor the entire expenses to be incurred on organizing the

Conference/e-Conference) more than one Conference may be allowed in a financial year.

- iv. The Organizing Secretary of the proposed Conference 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.
- v. The proposal submitted by the Organizing Secretary must be evaluated at the Level of Department by a three member committee having members of diverse fields/specializations and preferably comprising of:
 

1. Head of the Department	Chairperson
2. One Professor/Associate Professor	Member
3. One Assistant Professor	Member

This committee shall examine the proposal for its objectives, theme(s), justification, and details of Experts/Speakers. The tenure of the members of this committee shall be one academic year.

- vi. The proposal recommended by the Department shall be scrutinized by the Institute Level Committee constituted by the Director for the purpose. The Institute Level Committee shall comprise of the following:
 

1. Dean (FW)	Chairperson
2. Associate Dean (Faculty Activities and Supports)	Member
3. One faculty from Engineering Departments - nominated by the Director	Member
4. One faculty from Non-Engineering Departments - nominated by the Director	Member
5. AR (E&S)	Convener

This Institute Level Committee shall give its specific recommendations to accept/reject the proposals based on the merit of the proposal and the extent of funding.

- vii. The event may be funded by the Institute only up to a maximum of Rs. 3,00,000/- (Rupees Three Lakh only) Plus 75% of the Registration fee collected for offline mode and Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only) Plus 75% of the Registration fee for online mode Conference (e-conference). The remaining expenditure, if any, has to be met out of external sponsorships.

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:

Description	<b>Conference</b>		<b>e-Conference</b>	
	International Conference	National Conference	International Conference	National Conference
Participants from Academia/R&D	Rs. 5000; (USD 200) for foreign delegates	Rs. 2000	Rs. 2000; (USD 100) for foreign delegates	Rs. 1000
Participants from Industry	Rs. 8000 (USD 250) for foreign delegates	Rs. 4000	Rs. 3000 (USD 150) for foreign delegates	Rs. 2000
Students	Rs. 2000 (USD 100) for foreign delegates	Rs. 1000	Rs. 1000 (USD 70) for foreign delegates	Rs. 500
Attendee/ listener	Rs. 1500 (USD 75) for foreign delegates	Rs. 700	Rs. 500 (USD 50) for foreign delegates	Rs. 300

**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 may work out the details and seek approval separately of the same.

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.

- ix. After seeking approval from the Director, the Dean (FW) shall issue the necessary permission letter.
- x. The Organizing Secretary will be responsible for taking all necessary measures with regard to the issues of International Participants whatever applicable.
- xi. The Organizing Secretary will be responsible for maintaining of all relevant records (registration/attendance, stock registers, cash book, etc.) and make these available as and when required.

- xii. The Organizing Secretary will also be responsible for completing all the formalities related to the settlement of the amount received through sponsorship from external agencies.

**B. WORKSHOP/e-WORKSHOP, FACULTY DEVELOPMENT PROGRAMME (FDP)/e-FDP, SHORT TERM COURSE (STC)/ e-STC [Minimum 5 DAYS DURATION]**

**a. Offline mode**

- i. Any faculty member from a Department of the Institution will be eligible to organize Workshop/Faculty Development Programme (FDP)/ Short Term Course (STC). Such events 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 possible.
- ii. The 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.
- iii. Desiring faculty member may submit the proposal as Coordinator for seeking administrative and financial approvals. Coordinator may choose suitable faculty /staff members in his/her team for smooth organization of the event. The Coordinator shall also be responsible for seeking external sponsorships from agencies such as AICTE, INSA, DRDO, CSIR, DST, Professional bodies, Industries, etc., if required.
- iv. Normally each Department shall be allowed to organize 2/3 such programmes per financial year.
- v. The Coordinator shall apply to Director giving details of the estimated expenditure under various heads such as Honorarium and TA/DA to Experts, Boarding & Lodging, Contingency/Stationery/Miscellaneous, etc. The proposal shall also include the amount to be collected as registration fee, external sponsorships, etc (if any). The proposal for FDP/STC 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 (Not applicable for FDPs/STCs 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 Coordinator must adhere to the specific guidelines/norms of sponsoring agency or norms fixed for a specific project in organizing the programmes. The boarding and lodging of the participants shall be arranged in Institute hostels on sharing basis.

- vi. The proposal submitted by the Coordinator must be evaluated at the Level of Department by a three member committee having members of diverse fields/specializations and preferably comprising of:

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|--------------------------------------|-------------|
| 1. Head of the Department            | Chairperson |
| 2. One Professor/Associate Professor | Member      |
| 3. One Assistant Professor           | Member      |

This committee shall examine the proposal for its objectives, justification, course content, details of Experts/Speakers and must evaluate the same based on various Workshops/FDPs/STCs organized by the Department and the Coordinator in past. It shall be ensured that the Workshops/FDPs/STCs are organized in different diverse fields in a particular year. The tenure of the members of this committee shall be one academic year.

- vii. The proposal recommended by the Department shall be scrutinized by the Institute Level Committee constituted by the Director for the purpose. The Institute Level Committee shall comprise of the following:

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|--|-------------|
| 1. Dean (FW)   | Chairperson |
| 2. Associate Dean (Faculty Activities and Supports)                            | Member      |
| 3. One faculty from Engineering Departments -<br>nominated by the Director     | Member      |
| 4. One faculty from Non-Engineering Departments -<br>nominated by the Director | Member      |
| 5. AR (E&S)  | Convener    |

This Institute Level Committee shall give its specific recommendations to accept/reject the proposals based on the merit of the proposal and also the extent of funding. Maximum amount of funding to be given by the Institute shall not exceed Rs. 2,00,000/- (Rupees Two Lakh only) plus 75% of the Registration fee collected. The remaining expenditure, if any, is to be met out of external sponsorships.

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

- a. Rs. 2000 for the participants from Academia/R&D Labs
- b. Rs. 4000 for the participants from Industry
- c. Rs. 1000 for Students

The registration fee completely or partially may be waived off for some of the participants of sponsoring organization/Industry depending on the sponsorship amount.

- ix. Dean (FW) shall issue the necessary permission letter after seeking approval from the Director.
- x. The Coordinator will be responsible for maintaining all relevant records (registration/attendance, stock registers, cash book, etc.) and make these available as and when required. If required he/she may suggest suitable faculty member as Treasurer or act as Treasurer himself/herself.
- xi. The Coordinator will also be responsible for completing all the formalities related to the settlement of the amount received through sponsorship from external agencies.

**b. Online mode**

- i. Any faculty member from a Department of the Institution will be eligible to organize workshop/STC in online mode i.e. e-Workshop/e-STC. Such events of normally one week duration may be arranged in such a way that the academic schedules are not disturbed. The proposed programme of five days duration may have minimum three sessions per day (at least 02 sessions of 2 hours duration each) with emphasis to hand holding sessions wherever possible.
- ii. A day-to-day tentative schedule of the proposed event indicating lectures must be submitted along with the proposal.
- iii. Desiring faculty member may submit the proposal as Coordinator for seeking administrative and financial approvals. Coordinator may choose suitable faculty /staff members in his/her team for smooth organization of the event. The Coordinator shall also be responsible for seeking external sponsorships from agencies such as AICTE, INSA, DRDO, CSIR, DST, Professional bodies, Industries, etc., if required.
- iv. Normally each Department shall be allowed to organize 5 programmes in a financial year.

- v. The coordinator shall apply to Director giving details of the estimated expenditure under various heads such as Honorarium, Contingency, Miscellaneous expenditure etc. The proposal shall also include the amount to be collected as registration fee, external sponsorship etc. (if any). The proposed programme may have minimum 30 participants. The coordinator must adhere to the specific guidelines/norms fixed by sponsoring agency or guidelines mentioned in a specific project out of which the sponsorship is being arranged.
- vi. The proposal submitted by Coordinator must be evaluated as per point B.a. (vi-vii). Maximum amount of funding of Rs. 60,000/- (Sixty thousand only), the coordinator may utilize the sponsorship amount, if any, apart from the Institute funding.
- vii. Non-refundable registration fee may be collected from the participants through SBI Collect and the details may be shared with the Institute cashier as under:
- a. Rs. 500 for the participants from Academia/R&D Labs
  - b. Rs. 200 for students
  - c. Rs. 1000 for participants from Industry

Registration fee may be waived off completely or partially for some of the participants of sponsoring organization/agency.

The process of registration may be carried out through online mode such as google forms

- viii. Dean (FW) shall issue the necessary permission letter after seeking approval from the Director.
- ix. The coordinator will be responsible for maintaining all relevant records (registration/attendance, stock register, cash book etc.) and make these available as and when required. If required the coordinator may suggest suitable faculty member as Treasure or act as Treasure himself/herself.
- x. The coordinator will also be responsible for completing all the formalities related to settlement of amount received through sponsorship from external agencies.

**C. WORKSHOP/e-WORKSHOP (SHORT DURATION, < 5 DAYS) /EXPERT LECTURE/WEBINAR**

**a. Offline mode**

Each Department shall arrange Workshop (Short Duration)/Expert Lecture in particular theme area for the benefit of students/faculty.

- i. The proposal to organize Workshop (Short Duration) may be submitted as per the procedure specified in point “2 B” above, however, the Institute students willing to attend the Workshop will be exempted from the payment of registration fee. The Institute shall provide financial assistance of Rs. 3,00,000/- for organizing Workshops (Short Duration, less than 5 days) in a financial year per Department. These Workshops may be normally for students and must be targeted for minimum 30 and a maximum of 50 participants. The Institute shall fund the Workshops (Short Duration) as per the details mentioned below and the Department may decide the number of such workshops within prescribed financial assistance of Rs. 3,00,000/-:

<b>Duration of Workshop</b>	<b>Maximum Number of External Experts</b>	<b>Institute Funding (Rs.)</b>
One Day	02	70000
Two Days	04	100000
Three Days	06	150000
Four Days	08	175000

- ii. The proposal for organizing expert lectures (not more than 02 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. 25000/- (Max.) per Expert for organizing such lectures on diverse fields. The Department can arrange at the most two lectures of 2 Hours duration each during one visit of the Expert.

**b. Online mode**

- i. The proposal to organize e-Workshop (Short Duration) may be submitted as per the procedure specified in point “2 B.b” above, however, the Institute students willing to attend the e-Workshop will be exempted from the payment of registration fee. The Institute shall provide financial assistance of Rs. 2,00,000/- for organizing e-Workshops (Short Duration, less than 5 days) in a financial year per Department. These Workshops may be normally for students and must be targeted for minimum 30. The Institute shall fund the e-Workshops (Short Duration) as per the details



mentioned below and the Department may decide the number of such workshops within the prescribed financial assistance of Rs. 2,00,000/-:

<b>Duration of e-Workshop</b>	<b>Maximum Number of External Experts</b>	<b>Institute Funding (Rs.)</b>
One Day	02	10000
Two Days	04	20000
Three Days	06	30000
Four Days	08	40000

- ii. The proposal for organizing expert lectures through webinars (from not more than 10 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. 10000/- (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) Conference (International/National)**

- i. Honorarium and TA/DA to Experts : 30%
- ii. Boarding and Lodging : 40%
- iii. Contingency/Stationery/Misc. : 30%

#### **B) Workshop/FDP/STC**

- i. Honorarium and TA/DA to Experts : 35%
- ii. Boarding and Lodging : 50%
- iii. Contingency/Stationery/Misc. : 15%

#### **C) Workshop (Short Duration)**

- 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 Workshops/FDPs/STCs) will be paid the Honorarium/Remuneration as per Institute norms which is presently Rs. 3000 per lecture (2 Hours duration per day) for activities covered under “2 A” to “2 C”.

- The honorarium for lab classes/sessions of 1 hour duration shall be Rs. 1500 for faculty/expert engaging the practical session and Rs. 750 for associated laboratory staff.
- A single faculty member/expert may engage maximum of 40% of total sessions in one Workshop/e-Workshop, FDP/e-FDP, /STC/e-STC.
- 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.
- The account of advance/statement of expenditure for all the finances available (i.e. the Sanctioned amount & Sponsored amount) must be submitted within one month of the last day of the activity for adjustment/vetting with the Audit section of the Institute. The scrutinized details shall be forwarded by the Audit section to the office of Dean (FW) for further processing.
- The organizers may submit the details of registration fee collected separately to the Accounts section with a copy to Dean (FW).
- A final report, alongwith few snapshots, must be submitted to Office of Dean (FW) for record purpose.

#### **4. MODE OF SUBMITTING APPLICATION**

The application for organizing the programme (Conference/e-Conference, Workshop/e-Workshop, FDP/e-FDP, and STC/e-STC), duly forwarded and recommended by concerned Head of Department must be submitted alongwith relevant details specified hereunder:

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

The proposal must be submitted well in advance 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. The Organizing Secretary/Coordinator, as the case may be, must submit complete report within one month of the completion of the programme to the office of Dean (FW). 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 (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.
- e. The purchase process, wherever required, must be in accordance with the Institute rules. The purchase committee, if required, must have one member from Accounts and Audit Section.
- f. 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.
- g. E-Certificates for programmes conducted through online mode may be issued as per point “e” above.
- h. 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 **Workshop/FDP/STC:** at least one month in advance from the proposed date.

- o **National Conference:** at least six months in advance from the proposed date.
  - o **International Conference:** at least nine months in advance from the proposed date.
- i. To keep uniformity at the Institute level, the organizing committee for offline as well as online mode of Conference/Workshop/FDP/STC should be proposed in the following pattern:

**A) For Conference**

- i. **Patron** : Director of the Institute
- ii. **Co-Patron** : Head of the Department
- iii. **Organizing Chairman** : Faculty member (01)
- iv. **Organizing Secretary(s)** : Faculty member (s) (Max 02)
- v. **Treasurer** : Faculty member (01)
- vi. **Organizing Committee (s)** : 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/FDP/STC**

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

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