



No. RDO/1927/19

Date: 18/11/19

ORDER

This is for the information of all concerned that all conferences/seminars/workshops/faculty development programmes and similar such programmes of the Institute shall henceforth be conducted following the guidelines framed by the committee for "Conference / Seminar / Workshop / FDP and other similar programs" considering the suggestions put forward by the Senate members in the 17th Senate Meeting and the feedback from faculty members.

The guidelines are attached herewith.

This is issued with approval of the competent authority.

Sd/-
(Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to:

- 1) Private Secretary, Office of the Director
- 2) Prof. Sudip Kumar Chattopadhyay, Coordinator, CEP Cell
- 3) All Deans/ Head of the Departments/Schools/Centres
- 4) All Officers
- 5) Institute Website

18/11/19
Registrar

Guidelines for conducting Conference / Seminar / Workshop / Faculty Development Programme and similar such programs (Order No.: RDO/52/18 dated 6/7/2018).

1. The guidelines/modalities for conducting National/International level programs like Seminars, Symposia, Conferences, Workshops or Short-Term Courses are classified in two categories:
 - (a) The first category would comprise of the Seminars, Symposia and Conferences. In this category, it has been decided that the posts of Organizing Secretary/Convener/Coordinator and the Resource Persons will be completely non-remunerative.
 - (b) The Workshops and the Short-Term Courses would fall under the second category. Remuneration for the Organizing Secretary/Convener/Coordinator and the Resource Persons will have to be made in accordance with the rules of the Funding agency or in adherence to the amount as mentioned in the proposal sent to the Funding Agency.
2. Any proposed program to be conducted should be submitted to the CEP Cell for its approval by the appropriate authority.
3. Proposal (vide attached format), along with the Estimated Budget, duly approved by Departmental Academic Committee (DAC) should be submitted to CEP Cell.
4. Any surplus fund (under a given Head of Account), on completion of the program, has to be refunded back either to the Institute or Funding Agency (if applicable).
5. For any National Level Seminar/Symposium/Conference/Workshop/Short-Term Course, an initial seed money of Rs. 50,000.00 (Fifty Thousand) will be provided by the institute. The said seed money has to be refunded back to the institutional account on completion of the program.
6. For organizing any International Seminar/Symposium/Conference, the institute will provide a non-refundable grant of Rs.200,000.00 (Two Lakh).
7. An overhead charge amounting to 10% of the total income from a program (Seminar/Symposium/Conference/Workshop/Short-Term Course) will have to be paid to the Institute. In addition, the admissible charges for institute infrastructural facilities should also be provided for.
8. The institute has to be intimated at least one year in advance to organizing an International level Seminar/Symposium. For a National level Seminar/ Symposium this period of intimation will be 6 months. To organize a Workshop/ Short-Term Course one has to intimate the institute 3 months prior to the date of commencement of the same.
9. There will be two signatories for the Participation Certificate of any of the aforesaid programs:
 - (a) Coordinator/Organizing Secretary and
 - (b) Coordinator, CEP Cell. The Deans will not be signatories to any of these.
9. Provision of TA will be kept in the budget of the organizing committee.
10. The organizing Secretary/ Course Coordinator should be a regular faculty member of IEST. Joint Organizing Secretary/ Coordinator may be from associate organization also.

Signature

11. It is desirable that the proceedings of all the programs be published preferably through reputed publishing houses. In the message section of the proceedings, the message from the Director must be included along with messages of the other reported persons.

12. The report of the program must be submitted to the CEP cell within 21 days of completion of the program.

13. All purchase/procurement related to "Conference/ Seminar / Workshop/ Faculty Development Programme and similar such programs" should be as per the prevailing norms of the institute. Various items purchased under the program, should be entered in the Stock Register of the department /School/Centre.


(Prof. Sudip Kumar Chattopadhyay) 23.10.19

Coordinator, CEP Cell &

Chairman of the Committee vide Order No. RDO/52/18 dated 6/7/2018