



No. RDO/2017/19

Date: 12/12/19

ORDER

In continuation with earlier order no. RDO/1927/19 dated 18/11/2019 regarding guidelines for arranging Conference/Seminar/Workshop/Faculty Development Program and similar such programs in the Institute, it is further notified that for arranging any such event, the concerned Department/School/Centre or organizers shall have to apply to the competent authority in the prescribed format to get an approval. The participation certificate must be as per enclosed format.

The concerned academic unit (the organizers) should submit a brief outline about the event to the **PUBLICITY CELL of the Institute** for necessary publicity via print, electronic and social media.

This is issued with the approval of the competent authority.

Sd/-
(Biman Bandyopadhyay)
Registrar

Encl: As stated

Copy forwarded for information and necessary action to:

- 1) Private Secretary to the Director
- 2) All Deans/ Head of the Departments/Schools/Centres
- 3) Prof. Konika Das (Bhattacharyya), Professor, Dept. of Electrical Engg and Chairman, Publicity Cell
- 4) All Officers
- 5) Institute Website

12/12/19
Registrar

**FORMAT FOR APPROVAL OF PROPOSAL AND FINANCIAL GRANT FOR HOLDING
SEMINAR / CONFERENCE / WORKSHOP/ SHORT TERM COURSE BY
DEPARTMENT/SCHOOL/CENTRE**



For use by CEPCell (Programme code):

Reference code				Prog Type#	Dept/School/ Centre	Fin. Year*	Prog. No.				
# (NC/NS/OS) *Last two digits of financial year											

Name of the Dept. /School/Centre:		
Proposed Programme: <i>(strike out which are not applicable)</i>		Conference/ Seminar / One-Day Seminar / Workshop/ Short Term Course
Title of the Programme:		
Under the aegis of:		//.....
Date(s):		Venue:
Associate organization (if any):		
Role of Associate Organization :		
Prospective sponsors(s) :		
Participation Fee (if any):		
Organizing Secretary/Course Coordinator with designation		
DAC meeting date & approval details		<i>Corresponding DAC Resolution along with Budget to be attached with this proposal with signature</i>
Total Budget (₹):		
Amount of Institute Over Head (10 % of Income budget)		
<u>Brief Write-up about the programme (preferably within one page):</u>		
<u>Attach a sheet with signature</u>		
Submitted by:		
Org Secretary/Course Coordinator		Signature
Forwarded by:		
		Head of Dept/School/Centre Signature
For Office Use		
Remarks by Coordinator, CEP Cell		
Remarks by Dean (---)	Put-up to Director for Approval	
Comments of Director:	Approved / Not Approved / To be Revised	
Suggested Revision (if any):		
Director's Comment after Revision :	Approved / Not Approved / To be further Revised	
Information to Department /School/Centre: about decision on:		

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.



Indian Institute of Engineering Science and Technology, Shibpur

Certificate of Participation

This is to certify that -----

of -----

has participated in the

“Name of Seminar/Conference / Workshop/ Short Term Course”

Organised by

Name of the Department/ School/ Centre

Indian Institute of Engineering Science and Technology, Shibpur

On / During, 20..

.....
Coordinator/Org Secretary

.....
Coordinator, CEP Cell, IEST-S

