

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY

BHOPAL, M.P., INDIA

(An Institute of National Importance)

**Rules and related information for organizing STTP,
Workshop, National & International Seminars/Conferences**



July 2014

Definition

- CONFERENCE IS a prearranged meeting for consultation or exchange of information or discussion (especially one with a formal agenda)
- SYMPOSIUM IS Meeting of a number of experts in a particular field at which papers are presented by specialists on particular subjects and discussed with a view to making recommendations concerning the problems under discussion. The Symposium is a meeting at which experts have discussions about a particular subject; it can be considered as a small conference.
- A Worksop is a meeting at which a group of people engage in intensive discussion and practical activity on a particular subject or project.
- Seminar can be considered as a formal presentation by one or more experts in which the attendees are encouraged to discuss the subject matter.
- The term training refers to the acquisition of knowledge, skills, and competencies vocational or practical skills and knowledge that relate to specific useful competencies.

General Rules

1. These are advanced level activities, which should be designed to train young & mid-career faculty / PG and PhD research scholars on the use of various advanced /modern research techniques.
2. The duration of the activities may be as follows:
 - Short term and training course – 1 to 4 week.
 - National and International conference – 2 to 3 days.
 - Workshop – 1 to 2 week.
3. The number of participants should not be less than 20.
4. The training/Workshop should be techniques oriented and emphasis is to be given on laboratory work.
5. In addition to the internal faculty, 2-4 Guest Faculty drawn from other renowned institute/ Industry Indian laboratories/institutes.
6. The schedule of the event / activity should be given wide publicity through website. At least 4 weeks time should be given to the candidates for submitting applications through their institutes.
7. Any change in the schedule of the course would require prior approval of the Director.

8. Mid-career scientists / UG and PG teachers holding regular positions in universities/national labs/ research institute/ in-house R&D centres, and have been sponsored by their parent institutions, should be given preference in the selection as participants.
9. A maximum of 10 participants from parent institution may be selected for workshop / STTP.
10. Candidates selected for a course should be intimated at least 3 weeks before its start. They may be asked to intimate their acceptance of the offer within 10 days or so, failing which waitlisted candidates should be called immediately.
11. No charges/registration fee should be charged from the internal participants.
12. The study material for the workshop / training program in printed / digital form should be made available to participants at beginning of the courses.
13. Assistance (Seed money) for organizing STTP, Workshop, National and International Seminars/Conferences may be provided as shown in Table 1.0.

Table 1.0 Assistance (seed money) provision

S. No.	Activity	Assistance/Seed money from TEQIP/Institute fund
1	International conference / workshop	Rs 50,000/-
2	National conference / workshop	Rs 20,000/-
3	STTP / Seminar	Rs 20,000/-

Note: i) No seed money will be granted for self sponsored program or activity.

ii) All the payment only through bill bases

14. The registration fees for attending event/ program are calculated by using the formula fixed cost per person PLUS meals and material cost per person. It is usual for various level of registration for
 - Students and researchers.
 - Faculty from academic institute.
 - Participants from industries.
 - Participation from abroad.
- 15.** The coordinator should submit the following budget detail prior to approval (refer Table 2.0)

16. Pre Event Activity

I. Formation of organising committee

The role of a committee is to take responsibility for putting on the event. The committee would usually be the HOD with the concerned of event coordinator. The size of the committee will depend on the size of the event, but as a general rule there needs to be an adequate numbers of members to ensure that the work load and responsibilities are shared and not too burdensome for any one member. The organization and responsibilities of committee members may vary but generally the roles of coordinator, treasurer and secretary will be needed to effectively manage the event and an editor if there are plans to publish the proceedings.

II. Draw up a timetable/ timeline

A timetable is an important planning document identifying:

- All the activities to be undertaken,
- Individuals responsible, and
- Deadlines for completing each activity.

III. Decide on a date

The date will depend on the availability of the experts and participants. Care should be taken to ensure that the date does not conflict with public holidays, religious celebrations and other association events.

IV. Develop a program

Developing a program is an early task that needs to be undertaken by the committee. To do this:

- Determine specific goals and learning objectives for the session,
- Decide on themes, topics, number of sessions,
- Identify possible speakers (a well known keynote speaker will attract participants),
- Determine the format (e.g., interactive, lecture style).
- Issue invitations to suggested speakers,
- Decide on whether proceedings will be printed, and

V. Draw up a budget

Drawing up a budget will allow the committee to identify where money is expected to come from and what expenses are likely to occur. The budget should be prepared in the format available Table 3.0

VI. Develop a registration brochure.

The style of the brochure will depend on the target audience and resources available for its production/printing. It could be a simple photocopied page or a glossy brochure. The brochure may include the following details:

- The theme and aims of the event,
- Program summary,
- Date of the event,
- Location details.
- Participant details – name/ address/ employing institution/ phone/ mobile/ employer/ email/ preferred name on name badge,
- Registration fee options (e.g., member of the association, student etc.),
- Closing date for registrations,
- Payment options (e.g., credit card, via internet, cheque, bank draft etc.),
- Where to send completed registration forms (post, email, fax, website addresses),
- Details for event administrators (postal address, email, fax, email addresses), and
- Substitution, cancellation and refund policy.

VII. Plan a promotion campaign to advertise the event

The success of the event will largely depend on a successful advertising campaign aimed at targeting key audiences. Promotion ideas include:

- Developing posters, flyers,
- Develop, print and distribute workshop/seminar registration brochures,
- Developing a website for the event,
- Advertising in the association's newsletter/bulletin and on its website,
- Sending emails to potential participants, and
- Doing interviews on local media.

VIII. Send confirmation letter to registrants

This letter could be sent by mail or email to participants to confirm that their registration has been received. It could include:

- A receipt for the registration fee paid,

- Reiteration of dates and place of seminar/workshop,
- Directions/map, and
- Location and time of registration.

IX. Maintain contact with speakers/presenters

Maintain contact with the speakers/presenters to ensure they are kept briefed about the program and arrangements. If they are coming from another city picking them up from the airport/ bus or train station and bringing them to the venue would probably be appreciated.

Post event activities

I. Write thank you letters to presenters, sponsors, helpers and volunteers.

Publish and distribute proceedings / certificate / study materials.

Printing proceedings of a seminar/workshop will depend on the nature of the event (e.g., for a training workshop which relies on one-on-one contact and hands-on exercises printing proceedings would probably not be an option, whereas it may be an option for a one off seminar on a particular topic). Deciding if proceedings will be published needs to be made early in the planning cycle to take into account budget requirements and the need to make speakers aware that they will be required to submit copies of their papers. If a decision is made to print the proceedings of the seminar/workshop steps to be undertaken include:

- Gather papers from speakers,
- Confirm copyright arrangements with authors,
- Edit papers and liaise with authors over suggested changes,
- Seek quotes from designers and printers,
- Select designer and printer,
- Submit edited copy to the printer,
- Examine proofs, make corrections and return to printer,
- Approve proofs,
- Distribute copies of proceedings to participants, speakers and sponsors, and
- Arrange to promote and sell proceedings to the public and association members.

II. Develop an evaluation form/s

Evaluations provide organisers and presenters with important information about the event. These forms can be handed out after end of the event. Possible questions to include on an evaluation form to be handed out at the end of each session include:

- What aspects of the session did you find useful ?
- What aspects of the session were least useful or could have been improved?
- What issues or questions do you want to know more about?
- Any other comments you would like to make?

Possible questions to include on an evaluation form to be handed out at the end of the event include:

Content:

- What aspects of the workshop/seminar did you find most useful?
- What aspects were least useful or could have been improved?

Methodology:

- Which presentations or activities did you find most effective and why?
- Which presentations or activities did you find least effective and why?

Venue:

- Comment on the venue – rooms, facilities, ease of access etc.
- Comment on the food.
- Comment on the organization of the event.

Additional comments:

- Please provide any additional comments about any aspect of the seminar/workshop.

III. Prepare a report on event

A summary report should be prepared for the event in the format available at www.manit.ac.in and submitted to Dean R&C, PRO and Institute web site in charge.

PERFORMA FOR SUBMITTING PROPOSAL FOR ORGANIZING STTP WORKSHOPS/COURSE/SEMINARS/SYMPOSIUM/CONFERENCE

Ref. No. & Date.....

Title of event.....

Type of event: Self Sponsored () TEQIP Fund () Institute fund ()

Target group

Eligibility Criteria

Duration in days

Detail of day to day schedule (Please attach a separate sheet)

Name of department

Name of coordinator – I Mobile and email

Name of coordinator – II Mobile and email

Name of coordinator – III Mobile and email

Goals and learning objectives

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Proposed topic to be covered in session /theory classes / laboratory classes.

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Details of resource faculty provide as in Table 2.0: (Please attach proposed time Table)

Table 2.0 Details of resource faculty

Sr. No.	Name and Designation	Address with email and mobile no	Topic of lecture(s)	No. of lectures
1.				
2.				
3.				
4.				

Expected No of External participants:

FacultyindustryR/SUG/PG Students.....

Expected No of Internal participants:

FacultyindustryR/SUG/PG Students.....

Table 3.0.Proposed Budget

S.No	Purpose	Quantity	Unit cost in Rs	Total amount
1.	Hospitality Charges (two times tea + lunch in a day)		200/- per day/ per candidate	
2.	Boarding and lodging charges of experts		700/- per day/ per expert	
3.	TA for experts (AC-2 tier train fare)		As per institute Norms	
4.	Honorarium to faculty/expert		1500/- per lecture (one hour)	
5.	Honorarium to course coordinators (Three)		3000/- each	
6.	Ancillary staff Class III (Max. two), Class IV (Max. two)		400/- day/staff 200/- day/staff	
7.	Registration Kit including Lectures Notes /CDs etc.		300/- per participant	
8.	Inaugural and Valedictory Functions and photography		7000/-	
9.	Printing, Photocopy paper & stationary, Contingencies, consumables & office expenditure etc.		15000/- (Maximum)	
Total				

Note : i) Experts/Trainers preferably be from Institution itself

ii) Maximum up to 50% of the total budget will be supported from TEQIP-II funds/Institute fund. Remaining money earned is to be deposited to the Institute account. Audit report is to be submitted for every programme with in one month of completion.

Table 4.0 Expected Income

Sr. No.	Particulars	Amount
1.	Registration fees	
2.	Sponsorship	
3.	TEQIP-II/Institute Support	
Total		

Please attach copy of proposed Broucher

Undertaking

We undertake to submit following to the _____ within 10 days of the completion of the program-

1. Detailed report of the STTP which includes name and address of the Participants. Actual time table with resource faculty and daily attendance sheet of participants.
2. Feedback of participants.
3. Statement of accounts.

Coordinator-I

Coordinator-II

Coordinator-III

Head of the Department

Dean R & C

DIRECTOR