SHRI GURU RAM RAI
UNIVERSITY
Quest for Excellence

POLICY FOR ORGANIZING CONFERENCES/SEMINARS/WORKSHOPS/SYMPOSIUM /SHORT TERM TRAINING PROGRAMMES/LECTURE SERIES (2023-24)

GUIDELINES FOR
ORGANIZING CONFERENCES/SEMINARS/ WORKSHOPS/SYMPOSIUM/SHORT TERM TRAINING PROGRAMMES/LECTURE SERIES
(2023-24)

Quest for Excellence

SHRI GURU RAM RAI UNIVERSITY
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1. INTRODUCTION:

The purpose of this document is to be a useful planning tool for anyone organizing an event in the University. It's crucial to have realistic expectations while organizing an event apart from ensuring that it is effective. When planning a conference/seminar/workshop/symposium/short term training programme or lecture series in the University, there are some things to keep in mind. Planning for such events can be difficult due to the numerous logistical factors that must be taken into account. The Lecture Series Approval Committee has put together a list of items that must be taken into account before organizing an event. This could be conference, seminar, symposium, workshop, short term training program or a guest lecture. The event activities are divided into 3 categories:

PRE-EVENT ACTIVITIES
DURING THE EVENT ACTIVITIES
POST EVENT ACTIVITIES

Determining Event Objectives:

The Dean/Principal may initiate a preliminary survey to decide in his/her School/College, the need for the type of event, which can be a conference, seminar, workshop etc., with a brief justification and relevance of organizing the same. In case of Guest Lecture proposed by a School/College/University, the lecture may not be subject specific and the School or the departments should ensure, through various social media platforms/sources, that the invited guest speaker has expertise in the area of his talk and is well-known for his good communications skills so that the students/staff of SGRR University are benefited by the lecture delivered by him/her. The Dean/Principal should ensure that sufficient resources are available and the organizers know exactly what they are aiming to accomplish. Complete details of the Resource person (Whether local or outside) i.e., Name, Address, and Contact, Email, etc and benefit thereof. Complete details of organizing committee with roles and responsibilities.

Standard Operating Procedure:

In addition to the above-mentioned details, the following details are required:

1. Whether the particular type of event is being organized for the first time or it has been organized by the School/College/department in the past. The details to be provided including the Title of the event, Name of the Organizing Secretary, Date of the event etc. in the Application form to be submitted by concerned School.

2. Financial Assistance is required for conducting National or International Conference/Seminar/FDP etc. Therefore, a tentative estimate must be appended with the justification. Possibility of Govt. Agencies as sponsors may also be explored.

3. The event proposal must be submitted along with the Application Form duly signed and forwarded (through proper channel) for approval by the Honourable Vice Chancellor and/or the Committee chaired by the Vice Chancellor or his representative.

4. School level Committees may also be formed, with prior approval of Honourable Vice Chancellor, to decide on the proposal of Guest Lecture to be organized by a School/College/Department. The Dean of the respective School will not participate during the decision taken by the Lecture Series Approval Committee on the proposal submitted by him/her and the proposal will be rejected if the updated/proper CV of the resource person is not enclosed.

5. Once approved, minute-to-minute program of the event proposed (Seminar/Conference/workshop/FDP/Lecture series etc.) must be strictly followed. The itinerary of the invited Guest is to be attached.

6. After execution of the respective event, complete details of the event are to be submitted to the IQAC office.

7. The tentative month/date of Workshops/Seminars/Conferences/Lecture Series/Awareness week/FDPs etc. must be proposed by each School/College to be incorporated in the University Academic calendar. The School(s) may propose monthly Lecture series in their Academic Calendar.

8. Once approved, a circular from the Invitation committee must be sent to all concerned and aligned departments.

9. For wider coverage, prior information/invitation may be given to the Media committee so that the Committee takes appropriate measures to prepare relevant content of the event for electronic and print media before, during, and after the event. In addition, the University Website, newsletters and Social Media must be involved for adequate promotion of the event. The possibility of live streaming of the event for remote participants should also be explored. IT Committee should be actively involved in all Online/Offline events.Dean Student Welfare must ensure the participation of the student council to sensitize all students to the proposed event.

10. To ensure best hospitality aspects for the invited guests/resource persons, application form with respect to the event must be filled completely and due approval must be taken from the Competent Authority to ensure adequate and well managed administrative arrangements viz., detailment of escorts/ticket booking, if required/arrangement of protocol vehicles/coffee/tea, lodging/boarding/reimbursement (TA/DA)/ etc. Advance payments shall not follow for reimbursement (TA/DA).

11. Involvement of security/police and other in-house arrangement of NCC must be planned by the concerned department.

12. Participation of student council/Cultural Committee for cultural and event management must be ensured for the welcome ceremony of the guests, and other related hospitality aspects.

13. The organizer/team must ensure that the event venue is accessible to participants with disabilities. Proper dissemination of information about the event should be made through website, WhatsApp

group, telegram group etc. The student Council volunteers/NCC should be involved near parking facilities, ramps, and for facilitating other arrangements.

14. Digital platforms or electronically distributed feedback forms may be utilized for real-time feedback during the event, and will help in making on the spot improvements.

1.1 PRE-EVENT ACTIVITIES

A. Application procedure for Lecture Series/Conference/seminar/workshop/FDP funding:

1. The **application form** is available along with the relevant details of the event (ANNEXURE - 1).

2. The duly filled form should be checked, verified and forwarded by Dean/Principal/Director for approval. The copy of approved form shall be submitted to **IQAC office** for records.

3. The Committee meeting will be scheduled in the first week of every month under the Chairmanship of Honourable Vice Chancellor/or his representative. The recommendations put forth by the Committee with respect to the date proposed for a particular type of event are as follows:

   ❖ For Lecture series or workshop the event date should be in the later half of the month of approval or in the month following the approval month.

   ❖ For national seminar/national conference/symposium/Faculty Development programme (FDP), the event date should be after 2 months following the approval date.

   ❖ For international conference, the event date should be after 3-4months following the approval date.

This will allow the committee and the organizing secretary/organizing team enough time for approval and complete processing. The Dean/faculty will be notified that the award was granted or declined in the minutes of the meeting which shall be circulated to all concerned.

B. Necessary Preparations after approval:

1. Team formation by the organizing secretary in coordination with Dean/Principal/Director on the type of event organized.

2. Advertising, promotion and identifying sponsors for the event at National/International level.

3. Participation fee should be proposed for the participants outside the University.
   - For State/National Seminar, Workshop, Conference or FDP(offline)
   - Faculty (Rs.2000/- to Rs. 3000/-)
   - PhD Scholars/students (Rs. 500/- to Rs. 1000/-)
   OR as proposed by the Organizer of the event with adequate concessions for 2-3 participants from the same institution
   - For State/National Seminar, Workshop, Conference or FDP(online)
   - Faculty (Rs. 1000/- Rs. 2000/-)
   - PhD Scholars/students (Rs. 300/-to Rs. 400/-)

> OR <u>as proposed by the Organizer of the event</u> with adequate concessions for 2-3 participants from the same institution
- For International Seminar/Conference (offline)
- Faculty (Rs.3000/- to Rs. 5000/-)
- PhD Scholars/students (Rs. 1000/- to Rs. 2000/-)

> OR <u>as proposed by the Organizer of the event</u> with adequate concessions for 2-3 participants from the same institution
- For International Seminar/Conference (online)
- Faculty (Rs. 2000/- to Rs. 4000/-)
- PhD Scholars/students (Rs. 500/- to Rs. 1000/-)

> OR <u>as proposed by the Organizer of the event</u> with adequate concessions for 2-3 participants from the same institution

4. Flex to be prepared depending on the type of event. The flex prepared for any event will follow a <u>common pattern with background colour</u> as approved for the University (To be provided by IQAC).
5. The brochures/flyer for events like seminar/workshop/conference/FDP etc. will also follow a common pattern. <u>Number of flex for national/international/state level events will range between 3-4 with one mandatory at the gate and in the auditorium</u>. (Annexure 1)
6. <u>Approved soft copy of the brochure/flyer for events like the National seminar/national conference/FDP/workshop etc. and Minute to minute schedule of the programme/event</u> should be uploaded on website and circulated to all concerned well in advance.
7. <u>Invitation letter</u> to be sent to the guest speaker/resource person by mail or in person, as applicable.
8. The media personnel should be given a copy of the schedule and should be well informed prior to the event for photography/videography/geo tag photographs etc./content writing and press release.
9. Remuneration form should be collected from the office of Senior Accounts officer/IQAC office and Honorarium, TA/DA etc. will be as per University norms (Annexure 1)
10. Online Certificate/offline certificate design template will be given by IQAC

1.2 DURING THE EVENT ACTIVITIES

A. Inviting the speaker/resource person(s) and seating arrangements at the venue
1. No visiting speaker/resource person of any event will be paid in advance. They all have to pay for all expenses associated with travel and then be reimbursed after the service has been performed as per the University norms.
2. If your visitor is driving in or is arriving by train or by air, you will need to arrange for a person to receive him. For dignitaries, clean transport of SUV type (our own or hired) with good upholstery and driver in uniform/appropriate dress, as per feasibility, should be arranged as it is the first

impression of the institute on the dignitary. This is applicable for head of team visiting for inspections like NAAC, External academic audit team, NBA etc. The concerned school will nominate Assistant Professor(s) or staff as per availability and feasibility maintaining the decorum and depending on the type of event, to receive and accompany in travel from Railway station or airport to guest house/wellness centre.

(*In case of <u>night stay</u>, <u>prior permission and arrangement</u> should be made at Wellness centre/guest house for the invited guest.)

3. Tea arrangements shall be made for the guest speaker/resource person(s) at a suitable place or office depending on the type of event being organized.

4. Attendance of <u>participants with signature</u> will be taken on sheets or in a register maintained by concerned department during the seating arrangements.

5. Media personnel should be ready with photography/videography/geo tag photographs etc.

B. Welcome address and felicitation during the event

1. The event should <u>start on time</u> ensuring timely seating arrangements of participants and the media personnel. The SOPs for each event will be as follows:

   a) Welcome address of the dignitaries by Dean and above, as per minute to minute programme.

   b) Felicitation and welcome of the guest with a <u>plant sapling</u> before the lamp lighting ceremony/Saraswati Vandana.

   c) Introduction of the guest speaker/resource person and the lecture or talkby chief guest/resource person/keynote speaker etc.(as per the schedule)

   d) After the lecture or the talk, <u>souvenir or a memento from Shri Darbar sahib</u> will be given to the guest speaker(s)/resource person(s) depending on the type of event (Annexure 1).

   e) Vote of Thanks by HOD or senior faculty or the organizer.

   f) Feedback form shall be circulated to all concerned through Whatsapp group.

   g) National anthem at the end of the event.

   (*Tea break/lunch break as per the schedule given in minute to minute programme. Student volunteers may be MC to assist in organizing logistics)

1.3 POST EVENT ACTIVITIES

A. Submission of report along with short video recording (5 minutes) or complete video of Online programmes, geo-tag photographs, attendance sheets, feedback forms, questionnaires (wherever applicable)and copy of press release to IQAC office for maintenance of records.

B. Brief information regarding the same along with photographs will be provided to IT department for uploading in the website of the University.

ANNEXURE – 1

APPLICATION FORM

1.	a. Type of event:_____State/National/International/Others b. Date(s) of Event: _____ c. Title of the event: _____ d. Participants (Faculty/Research scholars/Students): _____ e. Venue: _____ f. Time: _____
2.	a. Organizer(s) of the event: _____ b. Name of Department/School/College : _____ c. Team Member(s) (As applicable): _____ d. Email (Organizer)_____ e. Contact Number:_____
3.	a. Name of Resource person(s)/distinguished speaker/chief guest:_____ _____ _____ b. Transport facility required : Yes/No No. of people/No. of days: _____ **(Latest Curriculum Vitae of invited distinguished speaker(s)/resource person(s))**
4.	Abstract/description of the proposed event/activity in 50 words _____ _____ _____ _____ _____

5.	Budget		

SN	Particulars (Please tick ✔ and provide information, wherever applicable)	Amount(in Rs.) - (Please tick ✔ and provide information, wherever applicable)
1.	**Offline/Online/Hybrid mode (International) Sponsored/Non sponsored** a) Honorarium for the **Indian** Resource Person **(online programme)** b) Honorarium for the **Indian** Resource Person **(offline programme)**	**Honorarium required/Not required)** ***Certificate of Appreciation** a) **Rs. 2000/-** for Online lecture of 1 hour No. of resource person(s) - No. of day(s) of event - b) **Rs. 2500/-** for guest lecture 1hr/2 hr + Travel + Local hospitality (including pick up/ drop) No. of resource person(s) - No. of day(s) of event - **Rs. 5000/-** for guest lecture 1 hr by faculty from AIIMS /165 Institutions of National Importance https://www.education.gov.in/institutions-national-importance +Travel + Local hospitality (Including Pick up / Drop) + Guest House accommodation No. of resource person(s) - No. of day(s) of event - **Rs. 5000/-** for Full Day Resource Person + Travel + Local hospitality (Including Pick up / Drop) + Guest house accommodation No. of resource person(s) - No. of day(s) of event –
	c) Honorarium for an **International** Resource Person **(online programme)** d) Honorarium for an **International** Resource person **(Offline programme)** (Visiting India and using the opportunity/**OR** Invited from abroad but staying in India/ Staying abroad and traveling to India solely for the event (sponsored) ***Sponsors to be identified –** **Govt.-** **Non Govt.-** e) Lodging/Boarding required/not required	c) **Nil** (Certificate of Appreciation) d)**Nil** (Certificate of Appreciation) Travel (from Delhi or nearby place)+ Local hospitality (Including Pick up / Drop) + Guest House accommodation No. of Resource person(s) – No. of day(s) of event – e) No. of people - No. of days - **TA/DA (As per University norms)**

	2.	i) **Miscellaneous expenses** (stationary, promotional material, flex etc.)
		(**Min 01 to Max. 04** – As per the event)
		ii) Sapling/ Memento/souvenir
		
		iii) High Tea (12 - 20) /or Lunch (6 -10)-
		
		*As per the event
		
		iv) Tea with biscuits/chips (faculty) –
		For 2-3 hours event (Maximum 50- 100)
		(*Optional – To be decided by the Organizer)
		
		v) *For National/International events/FDPs
		(Budget may be proposed for the no. of days)
			i)Rs. 2000/- per flex (approx.)
			
			 No. of flex -
			
			ii) **Rs. 300/-** for sapling with a pot (ceramic/earthen/eco-friendly) and Memento from Shri Darbar Sahib
			No. of guest(s) -
			No. of sapling(s) -
			iii)**Rs. 1500/- to 2500/-approx.**
			High Tea/ Lunch - (Please specify)
			No. of people -
			No. of day(s) of event -
			Sponsored /Non sponsored:
			
			iv) **Rs. 1000 or 2000/-approx.**
			  Required/Not required -
			  No. of faculty/staff - No. of days -
			  Sponsored /Non sponsored:
			v) **Offline/Online –**
			  No. of flex-
			  No. of resource persons -
			  Honorarium (National) -
			  Honorarium (International)-
			  Number of days -
			  If Offline, Lunch or High Tea/day & No.-
			  Tea - (faculty/staff) per day & No. -
			  Sponsorship (Yes/No) -
			  Participation fee (Yes/No)-
			  Any other (Please specify) -	

		Sub-total -	For **I hour/2 hour event** (Offline/Online) - For **one day event/Type of event** (Offline/Online)- For **2–5 day event** (Offline/Online/Hybrid) Type of event - National/International -	
6.	Participation fee: (Offline/Online) As applicable Call for Papers/Abstracts (Date): Faculty (National/International) - Research scholars/Students (National/International) - Online Meeting Software : Technical sessions (Online/Offline) : Questionnaire Required/Not required: Last Date of Registration:		

	Feedback form (Offline/Online) per day: Attendance Records (Offline/Online):
7.	Date of Submission of report with geo-tag photographs and short video of 5- 10 minutes/day (Offline Programme): National event/International event/FDPs (Online/Hybrid) - Complete Video recording with ONLINE attendance & feedback records of each day: Date of uploading event information/brochure on website (Pre-event activity): Date of uploading event report on website (Post event activity):

Signature of organizer (s) :

Checked and verified by:

Dean/ Director/ Principal (with seal)   Date:

Fw: Guidelines OK, remuneration already communicated.

Dean Academics <dean.academics@sgrru.ac.in>
Mon 12/11/2023 11:02 AM

To:Dr. Ajay Kumar Khanduri <registrar@sgrru.ac.in>
Cc:Devendra Dass <mddass@yahoo.com>;Prof.(Dr.) Yashbir Dewan <vc@sgrru.ac.in>;YD <vcsgrru@sgrru.ac.in>

📎 1 attachments (318 KB)
Guidelines for organizing event at SGRRU.pdf;

Respected sir,
Please take reference of the **subject cited above and the trailing mail.**
As desired, t**he approved <u>Guidelines for organizing event at SGRRU </u>(along with Annexure-1) are forwarded for kind perusal and needful please.**

(*The **cover page and content page** have been added accordingly. Any change if required, in the cover page, please let me know.)

Thanks and regards
Dr. Kumud Saklani
Dean (Academics)

From: Prof.(Dr.) Yashbir Dewan <vc@sgrru.ac.in>
Sent: Monday, December 4, 2023 10:28 AM
To: Dean Academics <dean.academics@sgrru.ac.in>
Subject: Fw: Guidelines OK, remuneration already communicated.

OK
YD

To,
Honourable Vice Chancellor
SGRR University
Dehradun
Respected Sir,
Please find attached the **Revised Event Application Form** (with the required corrections) for kind perusal and needful directions please.

Thanks and regards
Dr. Kumud Saklani
Dean (Academics)

From: YD <vcsgrru@sgrru.ac.in>
Sent: Tuesday, November 28, 2023 1:06 PM
To: Dean Academics <dean.academics@sgrru.ac.in>

Office Order 12 (07) regarding guidelines for organizing conference etc.

Dr. Ajay Kumar Khanduri <registrar@sgrru.ac.in>

Tue 12/12/2023 5:06 PM

To:Dr. Pooja Jain <dean.smcs@sgrru.ac.in>;Prof. (Dr.) Sanjay Sharma <dean.cait@sgrru.ac.in>;Prof. (Dr.) Arun Kumar <dean.sbas@sgrru.ac.in>;Dr. Divya Juyal <dean.spcs@sgrru.ac.in>;Dr. Priyanka Bankoti <dean.sas@sgrru.ac.in>;Dr. Malvika Kandpal <dean.soe@sgrru.ac.in>;Dr. Geeta Rawat <dean.shss@sgrru.ac.in>;Dr. Sarswati Kala <dean.sysn@sgrru.ac.in>; Principal SGRRIM&HS <principal.sgrrimhs@sgrru.ac.in>;Dean Paramedical <dean.spms@sgrru.ac.in>;Ramalakshmi <dean.sn@sgrru.ac.in>;Dr. Girish Uniyal <sgrrpmc.kot@sgrru.ac.in>;drpkmishra75@gmail.com <drpkmishra75@gmail.com>;Dr. Amit Maitreya <director.gda@sgrrmc.com>;Mohan Ram <mohanram0361@gmail.com>; IQAC SGRRU <iqac@sgrru.ac.in>;Dean Academics <dean.academics@sgrru.ac.in>;Prof(Dr.)Dwarika Prasad <dwarikaprasad@sgrru.ac.in>;Dr. Lokesh Gambhir <dean.research@sgrru.ac.in>;kanchan joshi <dsw.kanchan.joshi@sgrru.ac.in>;University Coordinator SGRRU <universitycoordinator@sgrru.ac.in>;Ashok Swami <cfo@sgrrmc.com>;Sandeep Sharma <finance@sgrru.ac.in>;Controller of Examination SGRR <coe@sgrru.ac.in>;SGRR University <dy.coe@sgrru.ac.in>;Dr. Manoj Gahlot <manojgahlot@sgrru.ac.in>;Rakesh Panwar <generalstore@sgrru.ac.in>; Prof(Dr.)Rajesh Rayal <rajeshrayal@sgrru.ac.in>;Manoj Chandra Tiwari <manojtiwari@sgrru.ac.in>;Dr. Deepak Som <deepaksom@sgrru.ac.in>;Dr. Khilendra Singh <khilendrasingh@sgrru.ac.in>;Anushka Kala <anushkakala@sgrru.ac.in>;Dr. Manisha Maiduly <manishamaiduly@sgrru.ac.in>;Admission Coordinator <admissioncoordinator@sgrru.ac.in>;CMS SMIH <cms@sgrrmc.com>;MS SMIH <ms.smih@sgrrmc.com>;M.S SMIH <msoffice@sgrrmc.com>;PRO HEAD <prohead@sgrrmc.com>;Kapil Goyal <kapil.goyal@sgrru.ac.in>;HR HEAD <hrhead@sgrrmc.com>;IT Head <ithead@sgrrmc.com>;Sudhanshu Kumar <itmanager@sgrru.ac.in>;Vineet Bahuguna <vineetbahuguna@sgrru.ac.in>; Amita Saklani <amitasaklani@sgrru.ac.in>;Library Pathribagh <library.pathribagh@sgrru.ac.in>;Central Library <centrallibrary@sgrrmc.com>;Ashish Joshi <ar.admission@sgrru.ac.in>;Ravindra Singh Negi <ravindrasinghnegi@sgrru.ac.in>;Mahendra Bidaliya <mpbidaliya@sgrru.ac.in>;Reserch <office.research@sgrru.ac.in>; Shristi Gulati Narang <vcoffice@sgrru.ac.in>;Satya Prakash <sports@sgrru.ac.in>;pradeepnegi955705@gmail.com <pradeepnegi955705@gmail.com>;Social Media Coordinator <media@sgrru.ac.in>
Cc:mddass@yahoo.com <mddass@yahoo.com>;Prof.(Dr.) Yashbir Dewan <vc@sgrru.ac.in>;Ajay Kumar Khanduri <khanduriajay27@gmail.com>

📎 1 attachments (2 MB)

Office Order 12 (07) regarding guidelines for organizing conference etc. with Annexure.pdf;

PFA

Registrar office

Quest for Excellence"

SHRI GURU RAM RAI UNIVERSITY

(Established By Govt. of Uttarakhand, vide Shri Guru Ram Rai University, Act no. 3 of 2017)

Enlightening lives through Education...