



Guru Gobind Singh Indraprastha University

"A State University established by the Govt. of NCT of Delhi"

Sec-16-C, Dwarka Campus, Delhi-110 078 Website: www.ipu.ac.in

OFFICE OF DIRECTOR (ACADEMIC AFFAIRS)

Ref. No. F.(34)(2)(1)/2025/DAA/1903

Dated: 10th January, 2025

NOTICE

In continuation of notification No. GGSIPU/DAA/2024/903 dated 29.11.2024, approved guidelines for organizing Seminars/ Conferences/ Symposium/ FDP/ Short-Term Courses/ Webinar/ Expert Lecture alongwith format of submitting proposal is attached herewith for kind information.

This issues with the approval of the Competent Authority.


Prof. C. S. Rai
Director, Academic Affairs

Copy to:

1. All Deans/ Directors of USS/Centers
2. Head, UITS with a request to kindly upload the notice on the University Website
3. AR to VC for kind information of the Hon'ble Vice Chancellor
4. AR to Registrar for kind information of the Registrar
5. Office Copy


Neeraj Pant
Section Officer

45

**GUIDELINES FOR ORGANIZING INTERNATIONAL/ NATIONAL
CONFERENCE/SEMINARS/SYMPIOSIUMS/ e-CONFERENCE, WORKSHOP/
e-WORKSHOP, FACULTY DEVELOPMENT PROGRAMME/e-FDP, SHORT TERM
COURSE/e-STC, EXPERT LECTURES/WEBINAR**

1. INTRODUCTION

The Guidelines for organizing International/ National/ Regional/ State-Level Conferences/ Seminars/ Symposiums/ Workshops/ Faculty Development Programmes/ Short Term Courses / Expert Lectures in different fields by the University Schools of Study (USS) / Centres of Excellence (CoE) have been proposed to support the endeavours of the USS /CoE to:

- a. promote technical and professional competency of the faculty.
- b. encourage interaction and exchange of ideas with academicians and experts working in different areas of research in India and abroad.
- c. provide exposure on the latest developments and upcoming areas of research.

2. DURATION OF PROGRAMMES

- (i) In general, the minimum duration of different programmes organized in the University shall be as follows:
 - a. International Conference/Seminar/Symposium : Atleast 3 days
 - b. National/Regional/State-level Conference/Seminar/Symposium : Atleast 2 days
 - c. Faculty Development Programmes /Workshop/Short-Term Course : Atleast 5days
 - d. Expert Lectures/ Webinar/ Workshops : Atleast ½ -1 day
- (ii) A minimum of 3 sessions of two hours duration each shall be organized in a 1 day programme, and a minimum of 2 sessions of two hours duration shall be organized in a half-day programme.
- (iii) The Seminars/ Conferences/ Symposiums/ Workshops shall be organized for not more than six working days per semester. A maximum of upto 12 working days in an academic year shall be allowed to be utilized by the University Schools/ Centres for Seminars/ Conferences/ Symposiums Workshops, so that other academic activities are not disturbed. The Schools/ Centres may use Saturdays, Sundays, other holidays and vacations for the same.
- (iv) The Faculty Development Programme shall preferably be organised during exam days (internal/external)/vacations/ weekends in a semester/year.

3. FINANCIAL ASSISTANCE

- (i) The University School/ Centre organizing any International/ National/ Regional/ State-Level Conferences/ Seminars/ Symposiums/ Workshops/ Faculty Development Programmes/ Short Term Courses shall strive to seek external sponsorships from different organizations/agencies

(44)

such as AICTE, INSA, DRDO, CSIR, DST, DBT, Professional bodies, Industries, etc to cover expenses for organizing the above mentioned programmes.

- (ii) However, the University depending on the availability of funds, may sanction maximum 50% of the total cost of the programme. The maximum amount to be sanctioned by the university should not exceed Rs 500000/ per year for a school/center. The remaining expenditure for organizing the programmes has to be met from the funds from external sponsorships as described in (i) above and registration fees collected from the participants of the programme.

4. PROCEDURE FOR APPLICATION AND APPROVAL

- (i) Any USS/ Centre, either alone or jointly, shall be eligible to organize International/ National/ Regional/ State-Level Conferences/ Seminars/ Symposiums Workshops/ Faculty Development Programmes/ Short Term Course/ Expert Lectures. The USS/ Centre may also collaborate with any other University/ Institute.
- (ii) The proposal for organizing any of the above programmes shall be submitted to the University in a specified format available on the University website.
- (iii) The proposal for organizing an international conference/ symposium/ seminar shall be proposed by the organizing USS/Centre atleast six months in advance; for national/ state/ regional conferences/ seminars/ symposiums/ workshops at least 3 months in advance; Faculty Development Programmes /Workshops/ Short-Term Course at least 2 months in advance and the expert lecture atleast 1-2 weeks in advance in advance from the proposed start date of the programme, for the evaluation by the University-level Standing Committee, and subsequent approval of the Competent Authority.
- (iv) The application must be accompanied by:
- Brochure of the programme
 - Tentative list of experts with names, affiliation, specialization/expertise and nationality, if applicable
 - Tentative schedule of the programme
 - Budget detail/proposal, specifying estimated expenditure under each budget head
 - Funds proposed/ obtained to be collected as registration fee, from external sponsorships, etc.
 - Any other relevant information
- (v) The proposal submitted by the USS/Centre along with recommendations of the Academic Programme Committee of the concerned USS/Centre, should be forwarded by the Dean/ Director of the concerned USS/ Centre directly to the Chairperson of the University Level Standing Committee in accordance with the time lines mentioned in (iii) above.
- (vi) The University level Standing Committee shall comprise of four members and be constituted by the Vice Chancellor for the purpose. The University Level Committee shall comprise of the

following:

43

- | | |
|---|---------------|
| a. Any Dean of USS | - Chairperson |
| b. One Professor of the University | - Member |
| c. Dean of the School proposing the event | - Member |
| d. Associate Director, RDC | - Convenor |

The term of the Standing Committee shall be one year.

- (vii) In case when the Chairperson of Standing Committee and Dean of USS proposing the said event is same, then another Dean of USS may be nominated by the Hon'ble Vice-Chancellor as the Chairperson of Standing Committee for that particular event only.
- (viii) This University Level Committee shall give its specific Merit of the proposal, as well as recommend the quantum of financial assistance to be sanctioned by the University for organization of the proposed programme.
- (ix) The final decision shall be taken by the University, keeping in view the recommendations of the University level Committee, availability of funds and the number of proposals submitted by the USS/Centre.
- (x) The Chairperson of the University level Committee shall issue the necessary permission letter with budget sanctioned, if any, after approval of the Competent Authority.

(xi) GENERAL GUIDELINES

- a. There can be more than one organizing faculty/Coordinator as the case may be, for organizing any of the above mentioned programmes.
- b. Preferably the International/National Conference/e-Conference/ Seminar/ Symposium must be organized under the umbrella of some National/International professional society/body.
- c. The Organizing faculty/Coordinator will be responsible for taking all necessary measures with regard to the issues of International Participants whatever applicable.
- d. The international conferences shall preferably have at least 10% international participation, through online or offline mode.
- e. Efforts should be made to publish the Conference proceedings in reputed publications. The list of reputed publications shall be recommended by the SRC of the concerned University School.
- f. Usually, only one International/National Conference/ Seminar/ Symposium shall be organized by the USS/Centre in a financial year. However, under special circumstances (where some external agency has agreed to sponsor the entire expenses to be incurred on organizing the Conference/ Seminar) more than one Conference may be allowed in a financial year.
- g. Organizing faculty/Coordinator must follow the specific guidelines/norms of the sponsoring agency or norms fixed for a specific project in organizing the programmes, 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.
- h. Suitable platform for online events may be decided by the Organizing faculty/Coordinator as

Order

42

per the Instructions issued by Government of India from time to time.

- i. The purchase process, wherever required, must be in accordance with the prevailing GFR/rules of the University. The purchase committee, if required, must have one member from Finance and Accounts branch.
- j. The certificates must be issued to participants based on their attendance in the programme organized and may be signed by Organizing faculty/ Coordinator of the programme. The certificates must bear proper serial number (e.g. IC/NC/WS/FDP/ STC-MED-001) to avoid any duplication.
- k. The faculty organizer/coordinator will also be responsible for completing all the formalities related to settlement of amount received through sponsorship from external agencies.
- l. 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 to the Finance and Accounts branch of the University.
- m. The Organizing faculty/Coordinator, as the case may be, must submit complete report within one month of the completion of the programme to the University. The report must include details and affiliation of the speakers and participants of the programme, broad outcome/objectives achieved, geo-tagged photographs of the event, etc.

Concl.

12. Budget Estimates:

S.No.	Item Description	Amount in Rs.	Remarks (if any)
1.	Honorarium to the Experts/Speakers		
2.	TA/DA & stay arrangements of the Experts/Speakers		
3.	Boarding and Lodging/Hospitality to participants (Breakfast, Lunch, Dinner, Tea etc.)		
4.	Contingency, Stationery etc. (Printing of Certificate/Banner, Registration Kit, etc.)		
5.	Miscellaneous Expenses (Give Details)		
6.	Any others payments to be made in digital form		
7.	TOTAL		

13. Agencies Expected to Sponsor/Finance the Event and the extent of finance:**14. Registration fee to be charged from the participants if applicable:****15. Financial assistance required from the University for conducting the Programme:**

(Estimates to give on a realistic basis along with justification, and details-use separate sheet)

16. Other information, if any:

Date

Signature of the Coordinator

Recommendation of USS/Centre Committee:

Dean of the School

Comments of University Level Standing Committee:

Dean of USS
(Chairperson)

One Professor of the University
(Member)

Dean of the School proposing the event
(Member)

Associate Director, RDC
(Convenor)