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OFFICE OF DEAN

(Institutional Development and International Relations)

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Dean (ID&IR)/2024/   **Date:03/07/2024**

Subject: Guidelines for organizing Short Term Training Programmes (STTPs), Faculty Development Programs (FDPs), Conferences, Workshops, Seminars, etc.

With reference to above, the proposed guidelines based on the feedback and suggestions received from different departments of MANIT are as follows:

Approval Guidelines:

1. Sponsored/ Partially Sponsored Short Term Training Programmes (STTPs), Faculty Development Programs (FDPs), Conferences, Workshops, Seminars, etc. can be conducted mentioning the name of the sponsoring agency / agencies, if any, with prior approval of Director, MANIT.

2. Proposals for conducting above mentioned programmes need to be forwarded through respective HODs to Dean (ID & IR).

3. The proposals may be submitted any time throughout the year.

4. Proposals for National Programmes need to be submitted at least 6 weeks before the mentioned / indicated program dates.

5. Proposals for International programmes should be submitted at least one year before the proposed dates.

6. These programmes should preferably be organized during winter and summer vacations, to the extent possible.

7. For collaborative/ jointly organised programmes, the collaborative institute(s) must be ranked amongst Top 100 Institutes in Current NIRF. The programs may also be organized in collaboration / partnership with one or more industries subject to the condition that the industry is of national and/or international repute.

8. Only offline events shall be considered for institute approval and support. Events proposed to be conducted in hybrid mode may be considered for institute approval and support but a hybrid mode in this case shall strictly mean "Experts (both from India and Abroad) and participants (Only from abroad) shall be allowed to join the sessions and proceedings in online mode".

9. Proposal/ draft brochure should have details including the programme title, objectives with summary, target segment, tentative schedule of lectures and list of resource persons, etc., in prescribed format.

10. A maximum of 03 (three) Conveners/ Coordinators/ Organising Secretaries shall be permissible for any of the above events. Organizing Certificates would be issued only to such individuals.

Budgetary Guidelines:

1. Any amount (Sponsorship / registration fee) shall be deposited in MANIT account electronically/ by cheque/ Demand Draft in favour of Director MANIT, Account Number: 10020150107, State Bank of India, MANIT Branch, IFS Code SBIN0001608.

2. Minimum Registration Fee: The registration fee must not be less than Rs. 500 per participant per day for self-financed programmes. For sponsored programs, adequate registration fee should be charged to meet all expenses beyond the sponsorship amount. No financial deficit shall be considered for bridging support by the institute after the conclusion of the event.

3. The registration fee may be waived – off / reduced in case of sponsored/ partially sponsored programmes.

4. The institute charges shall be waived - off for institute funded/sponsored/self-financed program, if the event venue happens to be either any department(s) of MANIT, or any outside agency or organization. In case of Govt. funded programs, the rules of the funding agency shall be applicable.

5. All institute facilities such as vehicles/ guest house accommodation for participants/ experts, auditorium, lecture theatres (G-9), etc., will be chargeable as per actual / applicable rates. Department level facilities such as classrooms, lecture hall, labs, audio - visual facilities may be made available free of charge by the organizing department / any department of the institute.

6. MANIT students currently registered in full-time UG/PG/PhD (paying tuition fee) can attend the programmes free of cost but shall not be counted towards the minimum number of participants needed to conduct the event.

7. MANIT faculty may be allowed by the coordinators to attend the programmes by paying the applicable registration fee/free of cost. However, any amount paid by the faculty members towards registration fee shall not be reimbursed from CPDA funds.

MANIT faculty (not paying fee) shall not be counted for the purpose of minimum number of participants needed to conduct the event.

8. The amount received shall be available for the conduct of the programme. If there is any excess/ surplus amount after meeting all expenses of a particular program then a separate proposal by the same coordinator(s) can be submitted for utilizing it for any Institute Development Activity.

9. Experts shall have to be given an honorarium of minimum Rs 2500/-Per Lecture Session and up to a maximum of Rs 5000/- Per Lecture Session. Eminent experts can be paid up to Rs 10,000/- Per Day with prior approval of Director, MANIT.

10. No Remuneration would be paid to MANIT faculty for organising the event. However, faculty members of MANIT shall be entitled to a maximum remuneration of Rs. 2500/- for delivering expert lectures in the programme, irrespective of the total number of lectures delivered by him/her.

11. Maximum remuneration permissible for supporting staff of MANIT shall be Rs. 5000/- (total amount for all the employees providing services towards successful conduction of the event in consideration).

12. Payment of TA/ DA and all other expenses shall be permissible as per standard norms of the institute.

Organising Guidelines:

1. Before conduction of the programme, organizers & HODs must ensure that all the conditions/guidelines are being met otherwise the event shall be rescheduled till all conditions are met.

2. Minimum number of participants (Paid External Participants i. e. Non – MANIT Participants) is specified below:

Type of Event	STTP/FDP	Workshop	Seminar	National/International Conference
Offline	Minimum 25	Minimum 20	Minimum 50	Minimum 50

3. Content delivery: In any programs (STTP/ FDP/ Workshop / Seminar),minimum number of sessions should be 15. Each session shall be of 2 hours duration, thus providing 30 hrs of content delivery. Other activities like inauguration, valedictory and

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feedback session may be restricted to a maximum of 5 hrs, thereby making the complete program duration 35 hrs for a 1-weekevent. For two-week programs, the duration shall be 65 hrs, out of which maximum 5 hrs shall be reserved for inaugural, valedictory and feedback sessions whereas the remaining duration of 60 hrs shall be used for content delivery.

4. Out of the total contents:
   i. For Workshop / Seminar, total contents must contain 60% hands-on training sessions & 40% lectures.
   ii. For STTP / FDP, total contents must contain 40% laboratory session & 60% Lectures.

5. The coordinator(s) of the STTP/ FDP/ Workshop must deliver at least 20% of lectures (i.e. 3 lectures for a one week programme, 06 lectures for a two weeks programme, and so on). Every lecture shall be of two hours.

6. Internal regular faculty members from MANIT shall deliver not more than 40% of the lectures (i.e. 6 lectures for a one week programme, 12 lectures for a two weeks programme, and so on). Every lecture shall be of two hours.

7. All in all, total lectures delivered by the Coordinator(s) and Internal Regular Faculty Members of MANIT shall be 60%.

8. External Experts / faculty members from other Institutes shall deliver 40% of the lectures (i.e. 6 lectures for a one week programme, 12 lectures for a two weeks programme, and so on). Every lecture shall be of two hours.

9. All the lectures by both Internal & External Experts must be recorded and made available to the Institute / Departmental Library in the electronic repository for any future use.

10. Proper attendance record of the participants shall be maintained by the coordinators and submitted to the department.

11. Certificates to only the registered participants (internal and external) shall be issued by the concerned HOD(s) and Course Coordinator(s).

12. Course feedback and Faculty Feedback shall compulsorily be taken from the participants after the conclusion of the event.

Completion Report Guidelines:

1. The program organiser(s) & HODs must ensure that the completion report in the prescribed format is duly submitted within a month after the completion of the event to Dean (ID & IR).

2. The completion report must contain analysis report of the feedback taken from participants, attendance record of participants, social media coverage and financial statement [income generated and expenditure (both estimated and actual amount)].

3. Successful submission of the completion report in the prescribed format and as per the guidelines shall make the Course Coordinators entitled for receiving Certificates of organizing the programme for records and as a token of appreciation from the institute.

Director's Approval
MANIT/DPS/3720 dated 26/06/2024

Dr. S.P.S Rajput
Dean (ID & IR)

Copy to:

1. All HoDs/ HoC for circulation to all faculty members
2. All Associate Deans
3. All Deans
4. PIC, Institute website for uploading
5. AR (A/C)
6. Registrar for kind information
7. PA to Director for kind information