



No. RDO/3174 /20

Date: 8th October, 2020

ORDER

This is for information of all concerned that for hosting Institutional Webinar/Online Conference/Seminar and similar such programs in online mode, the enclosed guidelines will have to be followed.

This is issued with the approval of the competent authority.

Sd/-
(Biman Bandyopadhyay)
Registrar

Encl: As stated above.

Copy forwarded for information and necessary action to:-

- 1) Private Secretary to the Director
- 2) All Deans/Heads of the Departments/Schools/Centres /All Officers
- 3) Prof. Sudip Kumar Chattopadhyay, Professor, Dept. of Chemistry and Coordinator, CEP Cell
- 4) Institute Website

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3/10/20
Registrar
IEST, Shibpur

CEP Cell, IEST Shibpur, Howrah

Website: www.iiests.ac.in

Guidelines for conducting Symposium / Conference / Seminar /and similar such programs in online mode (WEBINAR)

The Internet has made things quite easy and convenient for educators around the world. The Webinar or the Web-based Seminar is characteristically different than a physical or off-line seminar, particularly in term of organizing and attending the same. Webinars are getting popularity due to flexibility, cost effectiveness, better interactivity, possibility of recording etc. IEST Shibpur encourages its faculty members to organise webinars for dissemination of knowledge.

1. 1. Definition

The term “Webinar” applies to organizing and conducting the following “events” in online mode using suitable web-based meeting application.

- a) Seminar
- b) Conference
- c) Symposium
- d) Workshop
- e) Training
- f) Awareness Program
- g) Invited Lecture
- h) Specific Programs designed for the students, like Career Counselling, Awareness etc.
- i) Workshops in collaboration with Industry
- j) Any other, as decided by the competent authority

The term “National” or “International” may be added to these events. Typically, if the event has international speaker(s) and/or international audience, it may be termed as “International”, otherwise, by default, it is “National” in nature. The links of the events should be sent accordingly.

2. 2. Initiation

2.1 Any academic unit (Department/School/Centre) may organize the Webinar. For multidisciplinary events, more than one unit may jointly organize the events. Hereinafter, the term “Department” will be used to indicate any such academic unit.

2.2 Any faculty member of the Department may propose conducting a Webinar. The proposal is to be placed to the DFC for accepting, planning, and organizing the event. The recommendation of the DFC along with the detail of the event is to be sent to the CEP Cell, in prescribed format (attached), for approval by the Competent Authority.

2.3 Applications can be received online (after submitting online application, a hard copy of the same, along with all enclosures, must be submitted to CEP cell). The theme of the event should be based on specific research areas, as deemed relevant by the respective Department. The program may encompass academic issues that are relevant, or should bear an appeal pertinent to our Institute, in addition to being focussed, cogent and realistic in terms of its coverage and scope. The application to organize the event should mention in details the names of the resource persons and the tentative topics of their presentations.

2.3 For special events, like Institute Lecture series, Staff Development (Training) Programmes, special programmes related to the Institute, respective offices or cells defined for the events may organize the same.

2.4 For special events, the committee constituted for organizing the event will propose the event in a meeting of the committee, and the recommendation is to be sent to the CEP Cell, in prescribed format, for approval.

2.5 Time requirement

i) In case of WEBINAR, where research papers will be invited and the selected papers will be presented, time for preparation of such events should be at least two months in case of National events and at least six months in case of International events.

ii) For other events, the time for preparation may be less than that, depending on the nature of the event. However, for better organizing, it may preferably not less than two weeks.

iii) The application for approval to be sent to the CEP office accordingly, i.e., at least two months before for National events, six months before for International events and at least two weeks before the other events.

iv) The duration of the event will be decided by the Department, depending on the availability of time slots, without affecting the regular class-hours. However, conducting continuous on-line meetings stretching beyond 5-hours may be a tiresome effort. The event timings may be set accordingly.

2.6 Proposal

The Proposal for organizing the event may contain the following:

i) Title of the event, dates, duration

ii) Detail:

For WEBINAR(S) where research papers will be invited: Themes and sub-themes (may be extended later), intended audiences, Proposed Eminent Speakers (Tentative), various dates (Tentative), and proposed budget (provide details of income and expenditure as much as possible).

For other events: the theme, intended audiences, duration, timing, and budget.

Name of the Coordinator(s)

2.7 Budget

Typically, items like airfare, transport charges, accommodation charges, refreshments, lunch/dinner, kit, banner, poster etc. are not needed in organizing a Webinar. It has been decided that the posts of Organizing Secretary/Convener/Coordinator and the Resource Persons (internal) will be completely non-remunerative unless there is any provision by the funding agency in accordance with their rules or in adherence to the amount as mentioned in the proposal sent to the Funding Agency.

i) Primary cost involves remuneration/honorarium to the external experts / speaker for invited talk, which will be as follows: i) For Indian speakers: Rs. 5000/-per day; for International speakers: US\$100 per talk.

ii) Other costs typically involve costs for stationary and consumable items, typically required for the event(s), and any cost associated with hosting the online event. In case of funding from

external agencies, the Department may create separate infrastructure within the department for online hosting of event, if the funding agency permits.

iii) Publication of proceedings, abstracts, and paper volumes: The cost of these items may also be included in the budget. However, publication (on-line or printed) should be done by a reputed organization.

iv) In special cases, the Department may ask for seed money (non-refundable maximum Rs. 10,000/- for national event and Rs. 30,000/- for international event), with proper justification for the same.

v) Arranging for funds from external agencies for organizing the event is necessary. In special cases, funding from TEQIP-III may be requested, subject to the approval of the Competent Authority.

vi) An overhead charge amounting to 10% of the total income (if any, not including the Institutional support /seed money) from an event, will have to be paid to the Institute.

2.8 Event Organizers

There should be Coordinator(s) for organizing the Webinar, which will be decided by the Department. There may be committees and sub-committees if the Department so requires for organizing the event. The primary role of the Coordinators will be communicating with the CEP Office, Institute Authority, Speakers, Sponsors, Participants, wherever necessary, and submitting the event report and fund utilization certificate to the CEP office in proper format, within one month after the event is organized.

The Coordinator(s) will be regular faculty member(s) of event organizing Department(s). In case of special events, the Cell or the Office will decide about the Coordinator(s) who will be permanent employee(s) of the Institute. Joint Organizing Secretary/ Joint Coordinator may be from the associated organization / collaborator also.

The proposal, along with the recommendation of the DFC (Ref. Section 2.2) is to be submitted to the CEP Office for approval. For special events, the proposal with the resolution of the meeting of the concerned committee (Ref. Section 2.4) should be submitted to the CEP office, for approval.

3. Approval

After receiving the proposal in proper format and with necessary documents from the Department, the CEP office will process the same to obtain approval from the Competent Authority. Once the approval is obtained, the Department may proceed for organizing the event.

4. Organizing the Event

4.1 Publicity: After obtaining the approval, CEP Office will upload the detail of the event on the Institute website. The Department will send a mail with the link to IITs, NITs, premier Institutes, and organizations, for participation, wherever applicable. In case of events for Institute faculty/staffs, the Registrar will issue notices. For events designed for the students of the Institute, Dean (Students' Affair) will arrange for notices. The Department will also communicate with the eminent expert speakers with the link.

4.2 Registration: To get the information about the probable participants/audiences, and to limit the number of participants subject to the available bandwidth, registration to the event is mandatory. Usually there will be no registration charges. In special cases, where the Department decides for registration fees, payment portals are to be arranged for online payment. The Department will

prepare an online form for registration and send that to the CEP Office, for putting the same on the Institute website.

4.3 Organizing: The event will be organized online. Suitable platforms like Google Meet or Microsoft Team or WebEx etc. may be used, depending on the nature of the event and volume of participants. The exact timing (routine) of the sessions of the event will be decided by the Department, and the links of the sessions will be sent to the participants at least one-day before the actual event. Only the registered participants will be allowed to attend the event.

4.4 Programme Brochure: A programme brochure, if published for the event, should contain message from the Head of the institute and other reputed persons.

4.5 Purchase: All purchase/procurement related to an event should be as per the prevailing norms of the institute. Any equipment / non-recurring item purchased for the event, should be entered in the Stock Register of the Department.

5. Closure

5.1 After the event is over, the Coordinator(s) will submit highlights of the events with photographs and videos to the CEP Office for uploading on the Institute website.

5.2 In cases of providing certificates to the participants, soft copy of the certificate will be prepared by the Coordinator(s) (*as per the attached format*) containing signatures of appropriate authorities [Coordinator(s), Coordinator - CEP Cell (and representative of industry for Industry-based workshops)] and will be sent to the participants through e-mail.

5.3 In case of preparing the proceedings (may not all events will have proceedings), abstract and paper volumes, the Coordinator(s) will take necessary steps to get those prepared by a reputed organization / publishing house. These may be made available on the Institute website. Any surplus fund (under a given Head of Account), on completion of the program, has to be refunded back either to the Institute or Funding Agency (which one is applicable).

5.4 The Coordinator(s) will submit a report (mentioning names of the organisers and invited speakers, programme details, publication, funding etc.) of the event and the fund utilization certificate in proper format, to the CEP Office, within two months after the event is organized. This is mandatory.

5.5 The above norms will also be applicable for any programme organized through TEQIP, any other institutional projects.

5.6 Digital Education Technology cell of the Institute can facilitate the event(s). Organizers can use infrastructural facility of Digital Education Hub for this purpose when the facility will be ready to use.

**FORMAT FOR APPROVAL OF PROPOSAL AND FINANCIAL GRANT FOR HOLDING
WEBINAR BY DEPARTMENT/SCHOOL/CENTRE**



For use by CEP Cell (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 DFC Resolution along with Budget to be attached with this proposal with signature</i>	
Total Budget (₹):		
Amount of Institute Over Head (10 % of Income budget)		

Brief Write-up about the programme (preferably within one page):

Attach a sheet with signature

Submitted by:

Org Secretary/Course Coord

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:



Indian Institute of Engineering Science and Technology, Shibpur

Certificate of Participation

This is to certify that ----- of -----

has participated in the

“Name of WEBINAR”

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