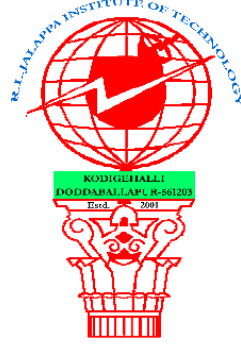


GUIDELINES FOR CONDUCTING SEMINARS / EXPERT LECTURES / GUEST LECTURES/ WORKSHOPS/ FACULTY DEVELOPMENT PROGRAMS



(Guidelines for Conducting Seminars / Expert Lectures / Guest Lectures / Workshops /
Faculty Development Programs - 2023)

(Revised Version of Guidelines for Conducting Seminars / Expert Lectures / Guest Lectures /
Workshops / Faculty Development Programs -2018)

Ref. No. RLJIT /NAAC/2022-23/Policies/028

Approved by Institute Council Meeting on 30/01/2023

Sri Devaraj Urs Educational Trust (R.)

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Recommendations of the Institution Council for the revision of approval Guidelines for Conducting Seminars / Expert Lectures / Guest Lectures / Workshops / Faculty Development Programs.

History of changes in Guidelines for Conducting Seminars/Expert Lectures/Guest Lectures/ Workshops /Faculty Development Programs

Sl. No.	Newly Added/Revised	Guidelines for Conducting Seminars / Expert Lectures / Guest Lectures / Workshops / Faculty Development Programs 2018	Guidelines for Conducting Seminars / Expert Lectures / Guest Lectures / Workshops / Faculty Development Programs 2023
1	External Funding	Not Available	Available
2	Advance Fund	Not Available	Available



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Ref. No. RLJIT /NAAC/2022-23/Policies/028

Guidelines for Conducting Seminars / Expert Lectures / Guest Lectures / Workshops / Faculty Development Programs

The proposal for guest Lectures, Seminars, Workshops, Faculty Development Programs, Expert lectures and Training programmes at national and international level in various fields of technical education by RLJIT may be furnished on the given format. The main objective of the proposal should be to facilitate improve knowledge, skill enhancement and intend to provide opportunities for faculty members and students employed in the institute.

The programme may cover the topics related advanced technologies, industry, emerging technologies and research oriented. It may also aim for enrichment of technological skills and up gradation of pedagogical skills, motivational and communication skills, and other relevant issues to keep pace with the changing scenario in Technical Education.

The guest lecturers may be organized by the faculty at department level / college level independently or in collaboration with any other government agencies / Institute or Private Industry. Thus, the proposed programme may be funded by,

1. Institute funds
2. Registration fees from participants if applicable or
3. Governmental agency like AICTE, UGC, DST, etc.
4. Sponsored by a government organizations like IIT and NIT.
5. Fully sponsored by the Industry
6. Mix of the above modes

OUTCOMES

The major outcomes of these programs as below

1. Reallife world exposure
2. Inspiration for students
3. Up gradation of skills for both students and faculty
4. Career guidance for students

NORMS FOR EXPENDITURE

The programs sponsored by Government agencies like AICTE / UGC / DST etc. the expenditure norms prescribed by the sponsoring agency shall be followed.

The expenditure incurred for the programs is as below:

I. Honorarium Fee

- Honorarium for Guest faculty / Outside expert

II. Institute Overheads

III. Direct Expenditure

- Expenditure on Tea, Coffee, Lunch, Dinner etc.
- TA / DA to Guest Faculty / Outside Experts
- Incidental expenses (covering registration and reading material to participants reprographic services, postage, printing, transport, expenses for inauguration and valedictory, consumables, stationery, others)

Guidelines for conducting Seminars / Expert Lectures / Workshops / Faculty Development Programs / Guest Lectures approved by the Institute

1. Students and faculty are the beneficiaries of such academic activities.
2. Seminars can be one day duration; guest lectures can be half-a-day duration; workshop and faculty development programs are to be more of one week or more.
3. All proposals for all the academic programmes for the next *academic year / Semester* should be submitted before *One Month* of the year / semester to enable proper verification, scrutiny and approval of the programme. The proposal should be submitted through the respective head of the department concerned. The institute has to provide all the formalities in connection with sanctioning of proposals and intimate the department and the co-ordinator / convener for smooth conduct of academic programme.
4. The proposal should contain the event proposal form and statement of expected expenditure. Estimate should be realistic and undue hiking should be avoided.
5. The head of the department should make sure that the resource persons / experts invited are of outstanding / eminent personality in the relevant field.
6. Theme of the seminars should not be a repeated one, at least within the preceding one years.
7. All the proceedings of the activities may be published by the organizers in respective departmental portal and a copy is to be submitted to the IQAC.
8. Registration fee, delegate fee etc. if any, collected for the event should be strictly accounted for, in accordance with the provisions of institute financial Performa.
9. The budget proposal should be submitted one week prior of the program dates.
10. For the conduct of the programme, 60% of the estimated amount can be sanctioned as advance payment and the advance will be sanctioned only to a regular faculty. The remaining 40% of the amount will be sanctioned after submission of the report.
11. No revision of the total estimate is permissible. However, re-appropriation up to 10% between heads within the estimate may be permitted.
12. Conference / Workshop activities organized in collaboration with recognized academic associations/academic bodies, academic / professional institutions may be encouraged. In case of collaboration, a letter from the academic association/academic body or academic/professional institution, as applicable, is required.
13. Regional seminars and workshops in different disciplines can be arranged by the regular faculty members of the institute.
14. Regular international or national seminars can be arranged by the departments in collaboration with Academic / Industry MOU's institutes.
15. The major focus of the seminars / expert lectures should be on emerging technologies or latest trends in the industry.

External Funding:

16. If funding is done by any other outside agencies (Govt. /Private) prior sanction shall be obtained for the same. If matching contribution of the institute is necessary, prior approval *of the principal* shall be obtained and can be sanctioned only within the available funds.

17. For external funding necessary arrangements will be made by the institute for successful conduction of the program with prior approval of the program.
18. All the proceedings of the program may be published by the coordinators in respective departmental portal and a copy is to be submitted to the IQAC.
19. All the external funding programs must be done in accordance with the guidelines prescribed by the funding agency.

Advance Fund

1. The advance payment should be settled within 15 days from the date of the conduct of the event. The balance amount, if any, should be refunded to the institute account within a week. All the bills and vouchers in original should be kept and forwarded along with statement of account.
2. The faculty / coordinators of the program drawing the advance shall be personally liable for settlement of accounts.
3. The expert committee will consider the proposals and give recommendations. The final decision will be taken, keeping in view the recommendations made by the expert committee and the availability of funds for the scheme. In case the event is cancelled, the funds will have to be returned to the institute immediately. Prior permission of the institute is required in case the date(s) and/or venue for the activity (activities) is (are) changed.

The following documents are required to complete the event

- Event Proposal form
- Speaker Profiles
- Poster
- Photographs
- Attendance list with signature
- Payment Voucher details
- Feedback
- Utilization Certificate
- Complete Report (Event)

Policy Preparation and Verification Team

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