

**Seminar/Conference/Webinar/Workshop Organization Policy for Departments at The
Neotia University (TNU)**

Policy Statement:

This policy outlines the guidelines and procedures for smooth conduction of seminars/conferences/workshops at the various departments/schools of TNU for the holistic development of knowledge and opportunities.

1. Seminar/Conference/Webinar/Workshop Proposal:

Department should organize domain-specific seminar. Seminar proposals on Research Methodology and Scientific write-up shall not be accepted. A comprehensive proposal on faculty development program (FDP) from the department/school may be considered. Interdisciplinary proposals between the departments may be allowed provided it includes plausible justifications. In that case, the budget may be borne by the departments concerned. Seminar on research methodology and scientific write up may be organized by the RDC/IQAC.

Each School should conduct at least one National/State Level seminar/conference/ webinar/ workshop in a single Academic Year and at least one International Level seminar/ conference/webinar/ workshop in every 3 Academic Years.

The respective departments under the Schools may organize seminar/conference/webinar/ workshop on rotational basis or as the case may be, the basic idea is to increase the outreach activities of each and every department and organizing such seminars/conferences/webinars/workshops also give points to the relevant faculties for promotion under CAS as per UGC regulations.

2. Budget and Funding:

For State/ National Level Seminars/ Conferences/ Webinars/ Workshops, if the organizer asks for any financial assistance from the University then at least 30% of that amount has to be arranged from external funding agencies by them.

For International Level Seminars/Conferences/ Webinars/ Workshops, if the organizer asks for any financial assistance from the University then at least 50% of that amount has to be arranged from external funding agencies by them.

For FDP, if the organizer asks for any financial assistance from the University, then at least 80% of the total budget of the event has to be arranged by them from

external funding agencies and registration fees. In this regard, 20% financial support (of the total budget of the event) may be provided by the university.

Speaker Honorarium and Travel Expenses: Each of the invited speakers who are from outside of The Neotia University will receive an honorarium as per **TABLE 1**.

Lunch: Vice Chancellor, Speaker/s, Dean of the concerned school, HOD of the concerned Department, VP and event coordinator is entitled to participate in the lunch from the University. Rest of all the participants' lunch & refreshment should be covered by the registration fee/delegate fee. Tea, biscuits, and water will be served as refreshment to all who are engaged in the seminar/ conference/ webinar/ workshop on similar lines.

Miscellaneous expenses: Includes flex printing, flyer designing, expenses of invitation and outreach etc., cost of which should not exceed rupees 2500/ (two thousand five hundred).

3. Speaker Selection and Invitation:

The concerned department/organizing committee will identify potential speaker/s based on the seminar/conference/webinar/workshop theme and objectives. Maximum 2 faculty members/experts/scientists may be called for each day of seminar.

Invitations should be extended well in advance, providing sufficient details about the seminars/conferences/webinars/workshops, expectations, and other necessary information.

4. Promotion:

Various channels such as university websites, social media platforms, email newsletters, and notice boards should be utilized to cover the seminars/conferences/webinars /workshops. Collaboration with university communication teams is encouraged to enhance outreach efforts.

5. Evaluation and Feedback:

The seminars/conferences/webinars/workshops coordinator will prepare a post-seminars/conferences/webinars/workshops report summarizing the feedback, key outcomes, and recommendations for future seminars/conferences/webinars/workshops. The report should incorporate Geo-tagged photographs to document various aspects of the seminars/conferences/webinars/workshops, such as the event's lighting, speeches by invited dignitaries and speakers, attendance records of the participants, and other relevant events. The information of the same shall be prepared by adhering to the guidelines mentioned in **Annexure I**.

6. Fund utilization:

The detailed report (**Annexure I**) has to be submitted to RDC within 7 days from the date of the event as per the policy. Based on the approval of RDC, the accounts cell shall release the fund from the approved budget.

TABLE1

External faculty/expert to be invited for seminar/conference/webinar/Workshop	Location	Amount to be paid (Rs.)	Travel Expense
Faculty/Expert I	Kolkata and South 24 Parganas	3000	Each of the invited speakers who are from outside of The Neotia University will receive a travel expense of rupees 2000/ (two thousand).
Faculty/Expert II	West Bengal (outside Of Kolkata and South 24 Parganas)	4000	The speakers (Outside of Kolkata and South 24 Parganas) may be given the travel support subject to the production of valid tickets and fare receipts. AC-II ticket (shortest route)/Economy airfare may be considered for the reimbursement.
Faculty/Expert III	Outside of West Bengal	5000	

Webinar:

A flat of Rs. 2000 may be given to the national speaker and Rs. 4000 may be given to international speaker for delivering lectures in webinar. Special approval may be taken from the management for calling international speaker for webinar.

**Format for the submission of a report after conducting the seminar/conference/webinar/
 workshop at The Neotia University
 (Annexure I)**

Date of the event	
Duration	
Name of the organizing Department/committee/IQAC/RDC/etc.	
Objective of conducting the program (within 100 words)	
Whether it was a state/national/international event?	
Number of resource persons invited from other institutes and share their details (Please attach the invitation letters sent to the externals for attending the event as a resource persons)	
Attach the flyer of the event with university logo (if fits, Institute Innovation Council logo should be Mentioned in the flyer)	
Attach the attendance information of the event (in case of offline, please attach the hardcopy signature and in case of online, attach the MS Team Attendance info)	
Please submit the full recording of the event incase if it has been conducted online	
Attach Geotag image of all sessions covering the event (Google drive link)	
Poster promotion in social media and University website through official accounts	Yes/No
University website link	
Facebook link (& screenshot)	
LinkedIn link (& screenshot)	
Twitter link (& screenshot)	
Instagram link (& screenshot)	

Write a small report on how the event was conducted (also mention how the Students and/or faculty members were benefitted through the event)	
Name of the person who submits the report	
Signature of organizing committee	
Remarks of RDC	