

BROAD GUIDELINES FOR SUBMISSION/SELECTION OF PROPOSALS FOR LECTURE WORKSHOPS

1. A proposal for organizing a Lecture Workshop (Minimum duration: 2 days; Maximum duration: 3 days) may be sent to the Academy by email to (sep@ias.ac.in) at any time during a year. It is desirable that a proposal be submitted at least four months before the intended date of start.
2. A proposal must clearly provide details of the following: (a) purpose, (b) for whom intended, (c) venue of the workshop/Course (d) how many participants will be accepted, (e) how will the announcement of the workshop be disseminated, (f) how will selection of participants be made from among the applicants, (g) details of the topics to be covered, (h) name, designation and institutional affiliation of the Co-ordinator (from the host Institution) and Convenor (who is a fellow of one of the science academies), (i) Resource Persons, with their designations and institutional affiliations, and (j) detailed budget, with justification.
3. Accumulated proposals will be reviewed four times a year approximately in the month of March, June, September, and December of every year.
4. A committee drawn from the SEP will review all the proposals and recommend the proposals for funding based on the merit of the proposal and the quality of speakers/mentors. In particular, proposals that are recommended for funding must belong to diverse areas of science and Technology and the venues must be held in diverse geographical locations. Proposals from less-endowed institutions may be given preference for funding without compromising on merit and quality. The Academy with the objective of empowering weaker sections and persons with disabilities, encourages underprivileged students to participate in the lecture workshops. Workshop proposals meant exclusively for empowerment of the weaker section and/or persons with disabilities are welcome.
5. If a workshop/course is not recommended for funding for reasons other than merit/quality in a specific cycle of selection, it may be considered in the next cycle provided a request is made by the organizer(s) along with resubmission of the required documents.

TO VIEW DETAILED GUIDELINES WITH SAMPLE BUDGET FORMATS
https://webjapps.ias.ac.in/SEP/pdf_files/LWG.pdf

Science Academies' Education Programmes Guidelines for Lecture Workshops

Conducting Lecture Workshops form an important activity under the Science Academies Education Program. The primary focus is to enhance the quality of science education at the undergraduate and post-graduate levels. These are of 2-3 days duration intended for the benefit of students mostly at the undergraduate (Bachelor level) and post graduate (Master's level) levels. While discussion of modern topics is important, the lectures should have useful relevance to the materials covered in the UG and PG level university syllabus in the country. Some topics at the research level can also be covered.

Planning a Lecture workshop

1. The Workshop should be named "Science Academies' Lecture workshop. Other activities such as National Conferences, National Seminar, etc. do not come under the purview of the Science Academies Education Program.
2. The convener of the lecture workshop should be a fellow of one of the science academies.
3. The host institution should provide the necessary facilities such as lecture hall with audio visual facilities, uninterrupted power supply, areas for serving tea/coffee etc. **free of charge**. Items of a capital nature (black board, generator, projector etc.) bought by the host institution should not be charged to the Academy.
4. Ideally, the number of Resource persons should not exceed 4 or 6 (Two or Three-day workshop) in the normal course so as to provide maximum interaction between participants and resource persons. Each Resource Person should be persuaded/requested to give several lectures in the workshop.
- 5a. It is desirable that at least half of the resource persons are Fellows of any of the Science Academies. The coordinator shall clearly indicate Fellowship status of all the resource persons.
- 5b. No Fellow should preferably act as a Convener for more than two workshops in a financial year. However, he/she may participate maximum four times in such events (e.g.; two as the Convenor and two as the resource person) in a financial year. In case of the non-availability of required number of fellows in less-endowed institutions/remote areas, the Co-ordinator/Convenor **may** seek special permission by providing the backgrounds of the (non-Fellow) resource persons.

5c. No co-ordinator may be funded for more than ONE workshop/course in a financial year.

6. The ideal number of participants in a LW should be around 100-150 based on the seating capacity of the lecture hall.

7. Participants should be from all or as many local and nearby colleges as possible in the town/city of the host institution. Announcement about the program should be widely distributed locally. The Co-ordinator/convener should write to the nearby colleges/university departments and seek participation from their students and one teacher (to look after them). Lecture Workshops are meant for local participants and not for persons from other cities/towns involving long distance travel, accommodation, etc.

8. A formal proposal should be submitted by email/web to the Science Panel four months in advance by the LW Co-ordinator/Convener containing (a) the title of the Workshop, (b) a tentative list of topics to be covered in the Course; (c) the tentative list of Resource Persons; (c) a budget prepared strictly following the norms mentioned below; and (d) the dates of the Lecture Workshop. It should be addressed to: The Chairman, Joint Science Education Panel, Indian Academy of Sciences, CV Raman Avenue, Post Box No. 8005, Sadashivanagar Post, Bengaluru 560 080. The Panel will then consider the proposal and, if found acceptable, Refer to the Core Committee and convey acceptance or otherwise.

9. In all publicity material such as announcements, programme sheet, invitation cards, etc. the names and logos of the three Academies should be given prominence comparable to that given to the host institution. Only the names of Convener and Coordinator of the Workshop should be included in such material. Names of members of the management, organizing committees, patrons etc should be strictly avoided.

10. No formal certificates should be issued to participants. However, if needed, a letter of attendance signed by the Principal/Workshop Co-ordinator/Convener can be issued.

Financial Issues:

11. Lecture honorarium to Resource Persons: Rs. 4000/- for each lecture (suggested duration: 75 - 90 minutes) can be paid by the Workshop Coordinator at the venue of the meeting after the lectures. Honorarium to Convener (Rs 5000/-) and Coordinator (Rs 4,000/-) should also be distributed during the Workshop.

12. As mentioned above, the Panel will meet the travel expenses and the lecture honorarium of resource persons. The coordinator should settle all travel bills and submit the same to the Academy along with the statement of accounts for settlement.

13. The Panel will meet the boarding, lodging and local transportation expenses of resource persons. Accommodation should preferably be arranged in the Guest House of the host institution, otherwise in clean, modest hotels.

14. The Panel will meet expenses of lunch, coffee/tea during sessions, and other working expenses in organizing the program, as per approved rates. Working lunch should be simple and clean.

15. Expenses incurred on any items exceeding the approved budget and not according to Academies' norms have to be borne by the host institution. Items of a capital nature (black board, generator projector etc.) bought by the host institution should not be charged to the Panel.

16. Expenses on decorations, formalities, mementos to Resource Persons etc should be avoided or met by the host institution. Such expenses, if any should not be shown in the Workshop account to be sent to IASc.

17. A token registration fee not exceeding Rs. 100/- per participant may be collected from the participants.

18. Lecture Workshops approved by the Panel will be funded by the Academies. However, any financial contribution from the host institution is welcome particularly to take care of additional expenses over and above the sanctioned budget. The host Institution should bear up to 25% of the total expenditure if it is a private institution.

19. Course Co-ordinator has to inform IASc regarding the bank account details (nonpersonal bank account in the name of the Institution) (name of account holder, name of bank, name of branch and the account number) for electronic transfer of funds. For non-SBI accounts, IFS code must be provided. The coordinator should settle all travel bills and submit the same to the Academy along with the statement of accounts for settlement in the GFR format.

20) IASc will release funds for the Workshop in instalments as follows: 75% before the workshop and 25% after receiving the final statement of accounts along with the report.

APPROVED RATES FOR 2/3 – DAY LECTURE WORKSHOPS

(approximately 100-150 participants)

1.	Travel expenses (for outstation resource persons)	Train/air (economy) travel as per GOI rule prevailing at the time of journey and as applicable to the host institution will be met by the SEP.
2.	Lodging including breakfast	Up to Rs 4000/- per day; rates beyond Rs 4000/-, (for example hotel charges) to be met by the host institution, or the Co-ordinator to contact Academy for instructions)
3.	Dinner for resource persons	750/- per day per person
3	Working lunch, two servings coffee/tea	Rs 300/- per person per day
4	Honorarium: a. Resource Persons: b. Workshop Convener: c. Coordinator: d. Supporting staff (about 4 persons):	Rs 4,000/- per lecture Rs 5,000/- Rs 4,000/- Rs 4000/- (total)
5	Other Items: a. Publicity: b. Registration : (Folder, note book, <i>pen</i> , <i>study material</i> , <i>instruction manual</i>) c. Contingency : (<i>photocopying</i> , <i>photography</i> , <i>misc. expenses</i>) d. local transport:	Rs 5,000/- (FIXED) Rs 12,000/- (on the basis of No. of Participants) Rs. 10,000/- Rs. 20000/-

Note: 1) The actual expenditure should strictly conform to the above budget. Any inadmissible items or excess expenditure should be met by the host institution.

After the Workshop

1) A brief report in MS Word format may be sent by Convener/Co-ordinator to IASc containing such information as number of participants, the names of colleges represented, subjects covered, a brief paragraph containing comments from the Convener and Coordinator about the Workshop, feedback from participants in a consolidated form and any other useful information pertaining to the workshop. This report along with a consolidated statement of expenditure should be sent to IASc within two weeks of the completion of the Workshop.

2) The consolidated statement of expenditure (under different budget heads) should be supported by a statement listing each item of expenditure in the required format (copy of which will be sent by IASc) and original bills/vouchers duly countersigned by the Co-ordinator.

3) A copy of the full programme (with time table), the list of participants and a few photographs (hard copies) if any taken (with captions below each figure) to be sent by Co-ordinator to IASc.

Updated on: 31 March 2023