BROAD GUIDELINES FOR SUBMISSION/SELECTION OF PROPOSALS FOR REFRESHER COURSES

1. A proposal for organizing a Refresher Course (Minimum duration: 7 days; Maximum duration: 14 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) how many participants will be accepted, (d) how will the announcement of the workshop be disseminated, (e) how will selection of participants be made from among the applicants, (f) details of the topics to be covered, with number of hours devoted to each topic, (g) name, designation and institutional affiliation of the Co-ordinator/Director, (h) Resource Persons, with their designations institutional affiliations, (i) venue of the Refresher Course, and (j) a 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. The Academy with the objective of empowering weaker sections and persons with disabilities, encourages underprivileged teachers to participate in the Refresher Courses.

5. If a 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/RCG.pdf

Science Academies' Education Programs
Guidelines for 7-14 Days Refresher Courses

Refresher Courses form an important segment of the activities of the Science Academies' Programs organized by the Joint Science Education Panel of the three Science Academies. The primary focus is to enhance the quality of science education at undergraduate and graduate levels. *Refresher Courses are thus primarily aimed for the young teachers at the UG and PG levels in Colleges and Universities so that they can go back and implement some of the knowledge gathered in the RCs in their own teaching.* The Course content thus needs to be designed to meet the above need and should have a strong hands-on laboratory training as a part of the Course. For RCs of theoretical nature, tutorials and question answer sessions should be a part of the program. While discussion of modern areas of topical interest is important, the Course should be so designed as to have direct relevance to the materials covered in the graduate and undergraduate curricula in universities and institutions in the country. Some topics at the research level can also be covered.

Planning a Refresher Course

1. Duration of the Refresher Course will be seven-fourteen working days excluding intervening Sundays and holidays (maximum).

2. The Course Director of the RC should be a fellow of one of the science academies.

3. The Course Director may nominate **one** faculty from the host institution as Co-ordinator, to help in the conduct of the Course including organization, local logistical arrangements, and handling of finances.

4. 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**. In addition to audio-visual facilities, black (white) board-chalk (pens) must be made available for Q-A sessions.
Items of a capital nature (black board, generator, projector etc.) bought by the host institution should not be charged to the Academy.

5. Ideally, the number of Resource Persons should not exceed 6 to 10 in the normal course depending on the duration of the RC so as to provide maximum interaction between teacher-participants and resource persons. Each Resource Person should be persuaded/requested to give several (five, six or more) lectures

and/or conduct several hands-on laboratory sessions, tutorial sessions, etc. of duration 75 to 90 minutes.

6a. It is desirable that at least half of the resource persons are Fellows of any of the Science Academies. The co-ordinator shall clearly indicate Fellowship status of all the resource persons.

6b. No Fellow should preferably act as a Course Director for more than one course in a financial year. However, the Fellow may participate maximum two times in RCs (e.g.; in one as the Course Director and one 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/Director **may** seek special permission by providing the backgrounds of the (non-Fellow) resource persons.

6c. No hosting Institution may be funded for more than ONE course in a financial year by the SEP.

7. Participants should be selected from all over the country, though there may always be several local participants. The maximum number of participants is capped at 35 among whom 10 participants can be selected locally. The RC announcement is published in Current Science, Resonance and Academy website (www.ias.ac.in) based on which applications are received and selection is made by the organizers. Ideally, outstation teachers should be informed of their selection at least 60–75 days before the start of the Course so that they have two clear months to book their train tickets.

8. A formal proposal should be submitted by email to the Science Panel four months in advance by the Course Director containing (a) a tentative list of topics to be covered in the Course; (b) the tentative list of Resource Persons; (c) a budget prepared strictly following the norms mentioned below; and (d) the dates of the Refresher Course. It should be addressed to: The Chair, 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, get it reviewed and covey acceptance or otherwise.

9. The organization of the Course should be kept as simple as possible, avoiding many committees, subcommittees etc. Elaborate inaugural sessions, valedictory sessions, inviting chief guest etc, **must** be avoided, so that maximum time is devoted to lectures and discussions. The Course program submitted with the application must indicate the exact hours to be devoted to lectures/discussions/laboratory training.

10. In all publicity material such as announcements, program 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 the Director and Co-ordinator of the Course should be included in such material. Names of members of the management, organizing committees, patrons etc should be strictly avoided.

11. A form (format to be provided by IASc) to obtain feedback on the Course to be distributed to teachers and got back before the end of the Course. Completed feedback forms by the participants should be sent to the Academy as a part of the Course completion report.

12. Participants to be given a certificate by the Course Director (format to be provided by IASc).

Financial issues:

13. Honorarium to Resource Persons: Rs 4000/- for each lecture/tutorial/problem-solving session of 75—90 minute duration to be paid by the organizer.

14. Honorarium for Course Director (Rs 8000/-) and Course Coordinator (Rs 6000/-) should also be settled before the end of the Course. Honorarium (not exceeding Rs 2000/- per person) may be paid by the Course Director to not more than 4-6 supporting staff who helped during the entire conduct of the Course.

15. 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.

16. 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.

17. 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.

18. Course Co-ordinator has to open a separate bank account in the name "Refresher Course on …" and inform IASc regarding the details (name of account holder, name of bank, name of branch and the account number. For non-SBI accounts, IFS code also needs to be provided). This will enable electronic transfer of funds. 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.

19. IASc will release funds for the course in instalments as follows: 25% before 6-8 weeks, 50% before 2 weeks; 25% after receiving the final statement of accounts.

20. The Course should be held as per the announced schedule. If for any reason, the Course should be deferred, approval of Chair-SEP is required. In the event of cancellation of the Course, funds released to the Coordinator, if any, should be refunded immediately to the Academy.

ADDRESS FOR CORRESPONDENCE:
THE COORDINATOR
JOINT SCIENCE EDUCATION PANEL
INDIAN ACADEMY OF SCIENCES
C V RAMAN AVENUE
BENGALURU 560 080 (Ph: 080-22661207/22661210, Email: sep@ias.ac.in)

APPROVED RATES FOR REFRESHER COURSES
(35 participants: 25 outstation teachers, 10 local teachers;
resource persons and 4-6 supporting staff)]

1	**Travel expenses**	
	a. TA to 25 registered outstation participants	Two-tier AC train fare + Rs 400/- for the round trip towards incidental expenses
	b. Local Travel/ TA to 10 registered local participants	200/- per person per day
	c. TA to 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.
	d. Local Excursion (to be covered in a day)	Up to Rs 25,000/- (excess to be met by host institution)
2	**Boarding and lodging:**	
	a. Lodging for registered participants	Up to Rs 800/- per day (excess to be met by host institution)
	b. Lodging for resource persons 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 Coordinator to contact Academy for instructions)
	c. Dinner for resource persons	750/- per day per person
	d. Breakfast and dinner for outstation participants	Rs 500/- per person per day
	e. Working lunch, two servings coffee/tea (for up to 45 persons)	Rs 300/- per person per day
3	**Honorarium:**	
	a. Resource Persons:	Rs 4,000/- per lecture/tutorial/problem solving

		session/lab training of 75-90 min duration.
	b. Course Director:	Rs 8,000/-
	c. Coordinator:	Rs 6,000/-
	d. Supporting staff (not more than 4 - 6 persons):	Rs 12,000/- (total) (maximum Rs 2,000/- each)
4	**Other items:** a. Publicity:	Rs 6,000/- (FIXED)
	b. Registration material: (Folder, note book, *pen, study materials, instruction manual)*	Rs 12,000/-
	c. Contingency (stationery, *photocopying, postage, photography)*	Rs 25,000/- (FIXED)
	d. Local transportation (For resource persons and registered participants)	Rs 20,000/- (Maximum)

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 Course

20. A report (in 2 pages) in MS Word format may be sent by Course Director or Course Co-ordinator to IASc containing such information as number of applicants, number selected, number finally participated including local participants, subjects covered, a summary by the Course Director/Course Coordinator about the importance/impact of the Refresher Course and any other useful information. The report along with a consolidated statement of expenditure should be sent to IASc within **15 days** of the completion of the Course.

21. The consolidated statement of expenditure (under different budget heads) should be supported by a statement listing each item of expenditure in the required format placed at Annexure 2a and original bills/vouchers duly countersigned by the Coordinator.

22. A copy of the full program (with time table), the list of participants and resource persons (with full postal and email address), feedback forms collected from the participants and copies of photographs/group photograph if any taken to be sent by Course Coordinator to IASc. The photograph should contain brief caption (with names of persons). Organizers are encouraged to geotag the photos.

Updated on: 31 March 2023