

BROAD GUIDELINES FOR SELECTION OF PROPOSALS FOR LECTURE WORKSHOPS AND REFRESHER COURSES*

(1) A proposal for organizing a Lecture Workshop (Maximum duration: 3 days) or a Refresher Course (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) need and 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 organizer/co-organizer, (h) Resource Persons, with their designations institutional affiliations, (i) venue of the workshop/Course, and (j) detailed budget, with justification.

(3) Accumulated proposals will be reviewed in the first week of March, June, September and December every year.

(4) A Core Committee will be established by the Chair, SEP, in consultation with the President. The term of the Core Committee shall be one year, but may be extended. The Core Committee will recommend to the President proposals that may be funded based on merit of the proposal and quality of teachers/speakers. In particular, proposals that are recommended for funding must belong to diverse areas of science 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.

(5) a. No organizer may be funded for more than two workshops/courses in a financial year.

b. No Fellow can act as Convener of a Workshop/Course Director for more than two in a financial year.

c. It is desirable that at least half of them are Fellows. The coordinator shall clearly indicate Fellowship status of all the resource persons.

(6) 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.

(7) A Report of a workshop/course must be submitted by the organizer within a week (for lecture workshops) and within two weeks (for refresher courses) of conclusion of the event; otherwise, further proposals from the same organizer shall not be considered for funding.

(8) 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 19 A format. **Note:** UC and SE in prescribed forms duly audited by the Chartered Accountant in case of private institutions and by the Finance Officer/Accounts Officer in respect of government/government-aided institution is a must.

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GUIDELINES FOR SELECTION OF PROPOSALS FOR VIRTUAL LECTURE WORKSHOPS AND REFRESHER COURSES

Lecture Workshops of 2-3 day duration intended for the benefit of students and teachers at the under graduate, graduate and research levels are supported by the Academies’.

Refresher Courses are primarily aimed at helping teachers to add value to their teaching. 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 and are not necessarily meant to be at an advanced research level.

- 1) A proposal for organizing a virtual Lecture Workshop (Maximum duration: 3 days) or a Refresher Course (maximum duration: 14days) in theoretical sciences only, may be sent to the Academy by email to (sep@ias.ac.in) at any time during a year. A proposal must be submitted at least two months before the intended date of start.
- (2) The Convener of the workshop /Director of the Refresher Course should be a Fellow of one of the Academies’.
- (3) All Resource Persons as far as possible should preferably be from reputed institutions in the vicinity of the venue. If needed, the resource persons could be from other parts of the country also.
- (4) While the Convener /Coordinator/Course Director can make informal contacts with suggested resource persons about their availability, formal contacts could be made after the Proposal is accepted by the Panel.
- (5) Every Resource Person of Lecture Workshops must deliver two lectures and Refresher Course must have a minimum of six lectures.
- (6) The ideal number of participants in a virtual Lecture Workshop should be between 100 and 125 and in any case should not exceed 150. The total number of participants for a virtual Refresher Course should be 30. Participants could be from anywhere in the country.
- (7) The proposal must clearly provide details of the following: (a) need and purpose, (b) for whom intended, (c) how many participants will be accepted, (d) how will the announcement 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 organizer/co-organizer, (h) list of Resource Persons, with their designations institutional affiliations, (i) venue of the workshop/Course, and (j) webinar platform which the organizers plan to engage with (k) detailed budget with justification.

(8) Accumulated proposals will be reviewed in the first week of March, June, September and December every year.

9) A Core Committee will be established by the Chair, SEP, in consultation with the President. The term of the Core Committee shall be at least one year, but may be extended. The Core Committee will recommend proposals for funding based on merit of the proposal and quality of teachers/speakers. In particular, proposals that are recommended for funding must belong to diverse areas of science and the venues must be in diverse geographies. Proposals from less-endowed institutions may be given preference for funding without compromising on merit and quality.

a. No organizer may be funded for more than two workshops/courses in a financial year.

b. No Fellow can act as Convener of a Workshop/Course Director for more than two in a financial year.

(10) If a workshop/course that 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.

(11) A report of a Workshop/Refresher Course along with Utilization Certificate (UC) and Statement of Expenditure, in the prescribed format provided by the Academy should be submitted within a week (for lecture workshops) and within two weeks (for Refresher Courses) after the conclusion of the event; otherwise, further proposals from the same organizer may not be considered for funding.

(12) In all the publicity material such as the announcements etc., the logos of the three Academies' should be given prominence comparable to that given to the host institution. Names of members of management, organizing committees should be strictly avoided. However, names of Convener, Coordinator and Course Director should be included.

Sample Budget:

1. Honorarium:

a. Resource Persons: Rs 2,000/-per lecture

b. Workshop Convener:/ Course Director: Rs 2,500/-

c. Coordinator: Rs 2,000/-

d. Supporting staff (not more than 4 persons): Rs 2,000/-(total) (Rs. 500/- each) PLEASE NOTE THAT SUPPORTING STAFF IS INADMISSIBLE FOR VIRTUAL LECTURE WORKSHOPS

2. Rental charges for web platform (**Zoom platform and other banned internet services providers by Government of India are not allowed**)

3. Incidental Expenses

The Refresher Course and Lecture Workshop proposals can be sent to:

The Coordinator,

Joint Science Education Panel,

Indian Academy of Sciences

C V Raman Avenue

Bengaluru 560 080

(Ph: (080) 2266 1201/2266 1210, Email: sep@ias.ac.in)
