

Conference, Workshop and Extension Programme

This programme will have the activities such as Conferences, Workshops arranged by the Faculty of the Centre as well as such activities arranged along with external academic institutions and R&D organizations.

Definition of terms for types of participants:

Centre participant: - Faculty, Research Associates, Students and other participants of the Centre. These participants will not need accommodation for stay.

External participants

Category - A: Local participants - Participants in other institutions within or around Kolkata. These participants will not need accommodation for stay.

Category - B: State participants - Participants in other institutions within the state of West Bengal.

Category - C: Out of the state participants - Participants in institutions outside the state of West Bengal.

The categories of events that can be organized under this programme:

1-2 day discussion meeting with participation limited to 25 external participants for a one day meeting and 35 for two-day meeting Minimum participation needed 10 external participants. This can be held round the year. About 5-6 talks in one day meeting and 10-12 talks in two day meetings can be accommodated. No poster session need be held. (For these events minimum number of Category C external participants should be about 30% of the total participants).

Conferences (with national and international participation): Duration maximum 4 days.

Minimum external participation needed is 40, and the maximum number limited to 100 persons. A 30% of the participants needs to be students of which at least half should be students of other institutions outside the state. This will have participation of foreign speakers/students. There should be scopes for contributed papers and poster sessions. There should be a prescribed Registration fee to be paid in advance. A 20% of the fund needs to be raised from other sources.

Conferences with workshop - Duration maximum 6 days (4 days workshop with pedagogic talks for advanced students/young researchers + 2 days research conference).

Minimum external participation needed is 40 persons, and the maximum number limited to 100 persons. A 60% of the participants needs to be students/ young researchers. There should be scopes for contributed papers and poster sessions. There should be a prescribed Registration fee to be paid in advance. A 20% of the fund needs to be raised from other sources. (For these events minimum number of Category C external participants should be about 30% of the total attendees).

It is essential that all the above programmes should have an all-India level participation.

Advanced schools -Duration 2-3 weeks.

The advanced schools will follow patterns and norms similar to SERC school and should be arranged around a topical and current issue and will avoid overlap with SERC schools. They should have a good amount of advanced pedagogic talks (around 80%) and some advanced research level talks (20%). The schools can have participation of foreign students and resource persons.

Minimum participation 20, Maximum participation 40 (Center students/PDRA-30%, External participants -70%)

Maximum speakers -15, (8- External speakers) depending on length of school. A resource person must give at least 2 lectures. The resource persons from out side the city will be paid airfare (to and fro) limited to budget fare and local hospitality. Resource persons from the city will be provided with transport. The resource persons as well as the school Director will be paid honorarium similar DST SERC school norms.

The selected students will be paid AC 3 Tier train fare, local hospitality and course materials. The participants need be pay a non-refundable participation fee which will be paid in advance to confirm there participation.

Theme Working Group Meeting

This is an intense working group meeting organized to bring active scientists working in a given problem so that they can interact effectively to add value to the research around that problem. The minimum duration will be of 5 days. Maximum duration will be 3 weeks. Total participants maximum-10. Participants will be paid Air fare (to and fro) limited to budget fare and local hospitality.

For participation in such a meeting (except students) all the participants should have reasonable publications in last 5 years

The events of above type arranged by members of the Centre only will follow the same criteria as above and also the same mode of application, budget pattern and mode of approval.

International conferences with large budget support will be handled on case by case basis.

Venue for the meeting

All events where the Centre provides 80% of the budget will be held in the Centre. Events where external proposers provide 60% of the budget and the Centre provides 40% of the budget can be held outside the Centre.

Mode of application will be on line

The preliminary application form containing information of the participating institute and short CV of the convener of the meeting along with scope of the meeting and its focus, list of tentative speakers and topics to be covered will be submitted on-line.

The Coordination Committee will make initial processing and screening and will place it to the Director for initial academic approval of the selected proposal. After approval, a Faculty member will be identified as an internal convener of the above event. He will contact the external convener and will formulate the final programme. A visit by the internal convener will be done at this stage to the institution proposing the event. (Visit TA limited to apex fare and external convener to arrange the local hospitality). This visit will make the final programme with budget following the guide line. This will be placed to PMAC for final approval.

For all meetings other than the discussion meeting, the external convener should visit the Centre for logistics discussions at least 4-6 weeks prior to the event. The local hospitality of the visit by the external convener will be paid by the Centre. The external convener needs to arrange for his TA.

Model Budget guidelines:

All budgets will be based on a standard formula based pattern of expenditure and will be submitted in an excel file (with formula/ equation) in a format approved by the Finance.