



Indian Academy of Sciences  
Bengaluru



Indian National Science  
Academy  
New Delhi



The National Academy of  
Sciences,  
India, Allahabad

## Science Academies' Education Programmes Guidelines for Short-Duration Lecture Workshops

### Preamble

Short-duration Lecture Workshops form an important segment of the activities under the Science Academies' Programmes organized by the Joint Science Education Panel of the three Science Academies. These are of 2–3 days duration intended for the benefit of students and teachers at the undergraduate, graduate and research levels. While discussion of modern areas of topical interest is important, the Workshop should be so designed as to have useful relevance to the materials covered in the graduate and under - graduate programmes and can then also cover some topics at research level.

### **Planning a Workshop**

1. The Workshop should be named "Science Academies' Lecture Workshop on .....". Other activities such as National Conferences, National Seminars etc do not come under the purview of the Science Academies' Education Programme.
2. The Convener of the Lecture Workshop **should** be a Fellow of one of the Academies, **preferably from an institution located not too far from the venue of the Workshop.**
3. The host institution should provide necessary facilities, such as Lecture Hall with audio visual facilities, uninterrupted power supply, areas for serving tea/coffee etc, **free of charge.**
4. The Convener could identify **one** Co-ordinator from the host institution to help in the conduct of the Workshop. Resource persons (speakers), ideally up to a total of about 4 to 6 (up to 4 for a 2-day programme, 6 for a 3-day programme) could include Fellows and others. **It is desirable that at least half of them are Fellows. The coordinator shall clearly indicate Fellowship status of all the resource persons.**
5. As in the case of the Convener (see 2. above), **all resource persons — as far as possible — should be from institutions in the vicinity of the venue, so that travel expenses can be minimized and air travel if possible avoided.**
6. While the Convener/Coordinator can make informal contacts with the suggested Resource Persons about their availability, formal contacts and confirmations should be made only after the proposal is accepted by the Panel.
7. **Every Resource Person should be persuaded to give more than one lecture.**

8. The ideal number of participants in a Lecture Workshop should be between 100 and 125 and in any case should not exceed 150, to maximize interaction between participants and resource persons.
9. Participants should be from all or as many local and nearby colleges as possible in the town/city of the host institution, and therefore announcements about the programme should be widely distributed. The Convener/Co-ordinator should write to the colleges / university departments / other Institutions in the vicinity of the host institution where the Workshop is planned so that students and teachers from as many nearby institutions as possible can attend the lectures.
10. Lecture Workshops are meant for local participants only, and **not** for persons from other towns/cities involving train or bus travel, accommodation arrangements etc.
11. A formal proposal should be submitted by email (with a hard copy signed by Co-ordinator/head of institution, if necessary) to the Panel either by the Workshop Convener or the Co-ordinator about **two months** before the proposed dates of the Workshop. It should be addressed to: The Chairman, Joint Science Education Panel, Indian Academy of Sciences, CV Raman Avenue, Bengaluru 560 080. The proposal should contain (a) a tentative list of topics to be covered in the Workshop; (b) the tentative list of Resource Persons; (c) a budget prepared strictly following the norms mentioned below; and (d) the dates of the Workshop. The Panel will then consider the proposal and, if found acceptable, will convey its approval.
12. Travel expenses of Resource Persons two-tier AC train fare who are below 60 years of age and Air fare (by Air India only) for resource persons who are above 60 years of age will be met by the Panel.
13. 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.

### **After the Workshop**

14. Lecture honorarium to Resource Persons: Rs. 2000/- for each lecture (suggested duration: 75 minutes). This can be paid by the Workshop Coordinator at the venue of the meeting after the lectures. Honorarium to Convener (Rs 2,500/-) and Coordinator (Rs 2,000/-) should also be distributed during the Workshop.
15. 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.
16. 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, and any other useful information. This report along with a consolidated statement of

expenditure should be sent to IASc within a **WEEK** of the completion of the Workshop.

17. 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 Coordinator.

**Financial support:**

18. Lecture Workshops approved by the Panel will be fully funded by them apart from, possibly, contributions by the host institution.
19. 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.
20. 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.**
21. The Panel will meet expenses on lunch, coffee/tea during sessions, and other working expenses in organizing the programme, as per approved rates. Working lunch should be simple and clean.
22. 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.
23. 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.
24. Expenses on **publication of proceedings**, if any, should be borne by the host institution.
25. No **registration fee** should be collected from the participants.
26. Any financial contribution from the host institution is welcome particularly to take care of additional expenses over and above the sanctioned budget.
27. **No formal certificates should be issued to participants.** However, if needed, a letter of attendance signed by the Principal/Workshop Co-ordinator can be issued.

**APPROVED RATES FOR 2/3 – DAY LECTURE WORKSHOPS**

**(for approximately 100 participants)**

1.	Travel expenses (for outstation resource persons)	Two-tier AC
----	--	-------------

2.	Lodging including breakfast and dinner (for outstation resource persons) (at Guest House provided by host institution)	Up to Rs 2500/- per day; rates beyond Rs 2500/-, (for example hotel charges) to be met by host institution, or the Coordinator to contact Academy for instructions)
3.	Working lunch, two servings coffee/tea	Rs 200/- per person per day
4.	<b>Honorarium:</b> a. Resource Persons: b. Workshop Convener: c. Coordinator: d. Supporting staff (not more than 4 persons):	Rs 2,000/- per lecture Rs 2,500/- Rs 2,000/- Rs 2,000/- (total) (Rs. 500/- each)
5.	Other Items: a. Publicity: b. Registration : (file, pen, pad and programme sheet) c. Contingency : (photocopying, photography, local transport)	Rs 6,000/- (FIXED)  Rs 10,000/- (on the basis of No. of Participants)  Rs 10,000/- (FIXED)

**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.**

In order to effect electronic transfer of funds please give the following details: (Name of account holder: (official bank account of the institution, not personal account, name of bank, name of branch and the account number. For non-SBI accounts, IFS code also needs to be provided). IASc will release funds for the Workshop as follows: 75% before 6-8 weeks and 25% after receiving statement of accounts.

---

**ADDRESS FOR CORRESPONDENCE:**

THE COORDINATOR  
JOINT SCIENCE EDUCATION PANEL  
INDIAN ACADEMY OF SCIENCES  
C V RAMAN AVENUE  
BENGALURU 560 080 (Ph: 080-22661201/22661210, Email: [sep@ias.ac.in](mailto:sep@ias.ac.in))

*Updated 07 March 2018*