



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)
Dundigal, Hyderabad - 500 043

Guidelines for Conducting Seminars | Expert Lectures | Guest Lectures | Workshops | Faculty Development Programs

The proposal for guest lectures, seminars, workshops, faculty development programs, expert lectures and training programmes at national and international level in various fields of technical education by a Institute of Aeronautical Engineering, Hyderabad may be furnished on the given format. The main objective of the proposal should be to facilitate improve knowledge, skill enhancement and intend to provide opportunities for faculty members and students employed in the institute.

The programme may cover the topics related advanced technologies, industry, emerging technologies and research oriented. It may also aim for enrichment of technological skills and up gradation of pedagogical skills, motivational and communication skills, and other relevant issues to keep pace with the changing scenario in Technical Education.

The guest lecturers may be organized by the faculty at department level / college level independently or in collaboration with any other government agencies / Institute or Private Industry. Thus, the proposed programme may be funded by,

1. Institute funds
2. Registration fees from participants if applicable or
3. Governmental agency like AICTE, UGC, DST, QIP, JNTUH etc.
4. Sponsored by a government organizations like IIT and NIT.
5. Fully sponsored by the Industry
6. Mix of the above modes

OUTCOMES

The major outcomes of these programs as below

1. Real life world exposure
2. Inspiration for students
3. Up gradation of skills for both students and faculty
4. Career guidance for students

NORMS FOR EXPENDITURE

The programs sponsored by Government agencies like AICTE / UGC / DST etc. the expenditure norms prescribed by the sponsoring agency shall be followed.

The expenditure incurred for the programs is as below:

I. Honorarium Fee

- Honorarium for Guest faculty / Outside expert

II. Institute Overheads

III. Direct Expenditure

- Expenditure on Tea, Coffee, Lunch, Dinner etc.
- TA / DA to Guest Faculty / Outside Experts
- Incidental expenses (covering registration and reading material to participants reprographic services, postage, printing, transport, expenses for inauguration and valedictory, consumables, stationery, others)

Guidelines for conducting Seminars / Expert Lectures / Workshops / Faculty Development Programs / Guest Lectures approved by the Institute

1. Students and faculty are the beneficiaries of such academic activities.
2. Seminars can be one day duration; guest lectures can be half-a-day duration; workshop and faculty development programs are to be more of one week or more.
3. All proposals for all the academic programmes for the next *academic year / Semester* should be submitted before *One Month* of the year / semester to enable proper verification, scrutiny and approval of the programme. The proposal should be submitted in the prescribed performa, through the respective head of the department concerned. The performa can be download from the institute website in the download section. The institute has to provide all the formalities in connection with sanctioning of proposals and intimate the department and the co-ordinator / convener for smooth conduct of academic programme.
4. The proposal should contain the event proposal form and statement of expected expenditure. Estimate should be realistic and undue hiking should be avoided.
5. The head of the department should make sure that the resource persons / experts invited are of outstanding / eminent personality in the relevant field.
6. Theme of the seminars should not be a repeated one, at least within the preceding two years.
7. All the proceedings of the activities may be published by the organizers in respective departmental portal and a copy is to be submitted to the IQAC.
8. Registration fee, delegate fee etc. if any, collected for the event should be strictly accounted for, in accordance with the provisions of institute financial Performa.
9. The budget proposal should be submitted one week prior of the program dates.
10. For the conduct of the programme, 60% of the estimated amount can be sanctioned as advance payment and the advance will be sanctioned only to a regular faculty. The remaining 40% of the amount will be sanctioned after submission of the report.
11. No revision of the total estimate is permissible. However, re-appropriation upto 10% between heads within the estimate may be permitted.
12. Conference / Workshop activities organized in collaboration with recognized academic associations/academic bodies, academic / professional institutions may be encouraged. In case of collaboration, a letter from the academic association/academic body or academic/professional institution, as applicable, is required.
13. Regional seminars and workshops in different disciplines can be arranged by the regular faculty members / Dean's of the institute.
14. Regular international or national seminars can be arranged by the departments in collaboration with Academic / Industry MOU's institutes.
15. The major focus of the seminars / expert lectures should be on emerging technologies or latest trends in the industry.

External Funding:

16. If funding is done by any other outside agencies (Govt. /Private) prior sanction shall be obtained for the same. If matching contribution of the institute is necessary, prior approval *of the principal* shall be obtained and can be sanctioned only within the available funds.
17. For external funding necessary arrangements will be made by the institute for successful conduction of the program with prior approval of the program.
18. All the proceedings of the program may be published by the coordinators in respective departmental portal and a copy is to be submitted to the IQAC.

19. All the external funding programs must be done in accordance with the guidelines prescribed by the funding agency.

Advance Fund

1. The advance payment should be settled within 15 days from the date of the conduct of the event. The balance amount, if any, should be refunded to the institute account within a week. All the bills and vouchers in original should be kept and forwarded along with statement of account.
2. The faculty / coordinators of the program drawing the advance shall be personally liable for settlement of accounts.
3. The expert committee will consider the proposals and give recommendations. The final decision will be taken, keeping in view the recommendations made by the expert committee and the availability of funds for the scheme. In case the event is cancelled, the funds will have to be returned to the institute immediately. Prior permission of the institute is required in case the date(s) and/or venue for the activity (activities) is (are) changed.

Honorarium

The honorarium for experts and resource persons in India shall normally be paid honorarium as per the given table.

Guest Faculty/Expert from Academia	<ul style="list-style-type: none">• For faculty attending board of studies (BOS) meetings Rs 10,000 per meeting.• Rs 5000/- per Session / Lecture for Professors / Associate Professor rank and Rs 3500/- per lecture / day for Assistant Professor rank subject to maximum of 3 hours per session. If the session lasts more than 3 hours, it is counted as two sessions. <p>Note</p> <ul style="list-style-type: none">• It is advisable to invite different guests for more than one day programs.
Guest Faculty / Expert from Industry	<ul style="list-style-type: none">• Rs 10,000 per meeting for BOS members from Industry• Rs 5000/- per Session / Lecture for Professors / Associate Professor equivalent cadre in the industry and Rs 3500/- per lecture / day for Assistant Professor equivalent rank in the industry subject to maximum of 3 hours per session.

The honorarium for eminent people from academics and industry as decided by the Principal / management.

Travelling Allowance (TA)

The travelling allowance for experts/resource persons in India shall normally be paid TA as per the given table.

By Air

- If the expert / guest from distance more than 500 kms, he/she is eligible for air travel allowance.
- The expert of Senior Professor / Professor cadre level only are eligible for air travel. The entitlement by air is permitted only in the standard and economy class.

By Train

The travelling allowance entitlement by rail shall be as under:

Guest Faculty / Expert from Academia	Professor	1 st Class AC
	Associate Professor	1 st Class AC / 2 Tier AC
	Asst Professor	3 Tier AC /AC Chair Car
Guest Faculty / Expert from Industry	Equivalent cadre from Academia	1 st Class AC
		1 st Class AC / 2 Tier AC
		3 Tier AC /AC Chair Car

Note: In case the journey is to a place connected by Rail, any mode of road transport subject to the payment of actual charges or maximum railway fare, to which he/she is entitled, whichever is less shall be reimbursed.

Road

The expert from within the city of college premise, he/she eligible for road transport allowance. The entitlement to travel by road, shall be as below:-

- The rates for journey performed by own car will be Rs. 15/- per km applicable.
- The journey performed by taxi/private cab, the total bill amount shall be reimbursable on submission of the receipt while claiming TA.
- If the transportation is arranged by the institution, the travel allowance will not be applicable.
- If the expert delivered talk / participated online, the travel allowance shall not be claimed.
- The expert travelling by car on the routes where toll tax is payable will not be travelling allowance by car without the proof of toll tax.
- Any amount paid by way of toll tax shall be reimbursable on production of the receipt thereof, while claiming TA.

External Funding

- For all external funding / sponsorship programs travel allowance should not be claimed from the institute.

Accommodation

- Visiting guest faculty / expert are housed at the institute guest house unless the expert requests an alternative choice of accommodation.
- The event management coordinator is responsible for guest house booking.
- The program coordinator needs to coordinate with the event management coordinator for prior guest house booking.
- In case the expert stays in private accommodation. The eligible daily allowance (DA) entitlements will be as per the given table.

Academic (Cadre)	Hotel Charges per day (Max)	Food Bill Per Day (Max)
Sr. Professor	Rs 6000	Rs 1200
Professor	Rs 5000	Rs 1000
Associate Professor	Rs 4000	Rs 800
Asst Professor	Rs 3000	Rs 600

*Note: The final decision will be made by the head of the institution only.

- If the Expert / Guest faculty from an industry, equivalent cadre in the academia rates will be applicable.

The following documents are required to complete the event

- Event Proposal form
- Speaker Profiles
- Poster
- Photographs
- Attendance list with signature
- Payment Voucher details
- Feedback
- Utilization Certificate
- Complete Report (Event)

The sample report format is attached below



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MASTER OF BUSINESS ADMINISTRATION

ACTIVITY REPORT

Topic : A seminar on “Contemporary Dynamics of Management”

Duration : 03-01-2022 to 08-01-2022

Mode of Activity : Online Mode

Speakers Names : Dr M. Srinivasa Narayana, Professor, KL Business School, Guntur
Dr. K. Srinivas, Associate Professor, KL Business School, Guntur
Dr. KVB Ganesh, Assistant Professor, KL Business School, Guntur

Faculty Organizer Name: Dr S. Sivasankara Rao, Associate Professor, Dept. of MBA, IARE

Objectives of the Program:

- To create awareness about the dynamic concepts of management in real time business world.
- To motivate student and faculty members to be improved with the updated knowledge and skills towards attaining better career opportunities.
- To be able to observe and deal with the internal and external forces affect the business scenarios in dynamic environment.
- To enable the participants to find out solutions for real time business problems in an easy way.

Benefits of the Program:

- The participants got the awareness regarding the updated knowledge in the areas of organization behavior, business environment and management practices.
- The participants acquired the knowledge regarding employee’s behavior in the work environment.
- The participants got the knowledge of management practices to be followed to solve complex business problems with existing resources.
- All participants who attended the program known about the contextual knowledge about the critical issues faced in management practice and employee readiness to solve them.

The Department of Master of Business Administration, Institute of Aeronautical Engineering, Dundigal, Hyderabad organized the Talk on “Contemporary Dynamics of Management” during 03-01-2022 to 08-01-2022 via ZOOM meetings.

Zoom Link: <https://iare-ac-in.zoom.us/j/97042217766?pwd=dkhkK01MVTVyVU5mK0o5K3kyaytldz09>

Dr. S. Sivasankara Rao, Associate Professor, Institute of Aeronautical Engineering, welcomed the gathering. Dr. T. Varalakshmi, Associate Professor and HOD, delivered presidential address and introduced the resource persons to the gathering and also introduced about IARE to the speakers. The resource persons Dr. M. Srinivasanarayana, Professor, KL Business School, Vaddeswaram, Dr. M. Srinivasanarayana, Professor, KL Business School, Vaddeswaram, Dr. M. Srinivasanarayana, Professor, KL Business School, Vaddeswaram,

Topic : A Seminar on “**Contemporary Dynamics of Management**”
 Time : Session – I from 10 AM to 12.30 PM; Session – II from 1.30 PM to 4 PM

Schedule

Day - 1 (03-01-22, Monday)

Session – I : Introduction Regarding the Business Management by Dr. M. Srinivasa Narayana, Professor, K L University, Guntur
Session – II : Impact of Management on Functioning Organizations by Dr. K. Srinivas, Associate Professor, K L University, Guntur

Day - 2 (04-01-22, Tuesday)

Session – I : Recent Changes in Socio Cultural Environment by Dr. M. Srinivasa Narayana, Professor, K L University, Guntur
Session – II : Individuals Behavior in Organizations by Dr. KVB Ganesh, Assistant Professor, K L University, Guntur

Day - 3 (05-01-22, Wednesday)

Session – I : Contemporary Changes in Management by Dr. K. Srinivas, Associate Professor, K L University, Guntur
Session – II : Group Dynamics and its impact on Organizations by Dr. KVB Ganesh, Assistant Professor, K L University, Guntur

Day - 4 (06-01-22, Thursday)

Session – I : Contemporary Changes in Political and Legal Environment by Dr. M. Srinivasa Narayana, Professor, K L University, Guntur
Session – II : People Management and its impact on Organizations. by Dr. K. Srinivas, Associate Professor, K L University, Guntur

Day - 5 (07-01-22, Friday)

Session – I : A Futuristic View of Functioning Organizations by Dr. K. Srinivas, Associate Professor, K L University, Guntur
Session – II : Organization Culture and its Influence on Modern Organizations by Dr. KVB Ganes, Assistant Professor, K L University, Guntur

Day - 6 (08-01-22, Saturday)

Session – I : Changes in Global Scenario and its Impact on Environment by Dr. M. Srinivasa Narayana, Professor, K L University, Guntur
Session – II: Change Management its Impact on Institutions by Dr. KVB Ganes, Assistant Professor, K L University, Guntur

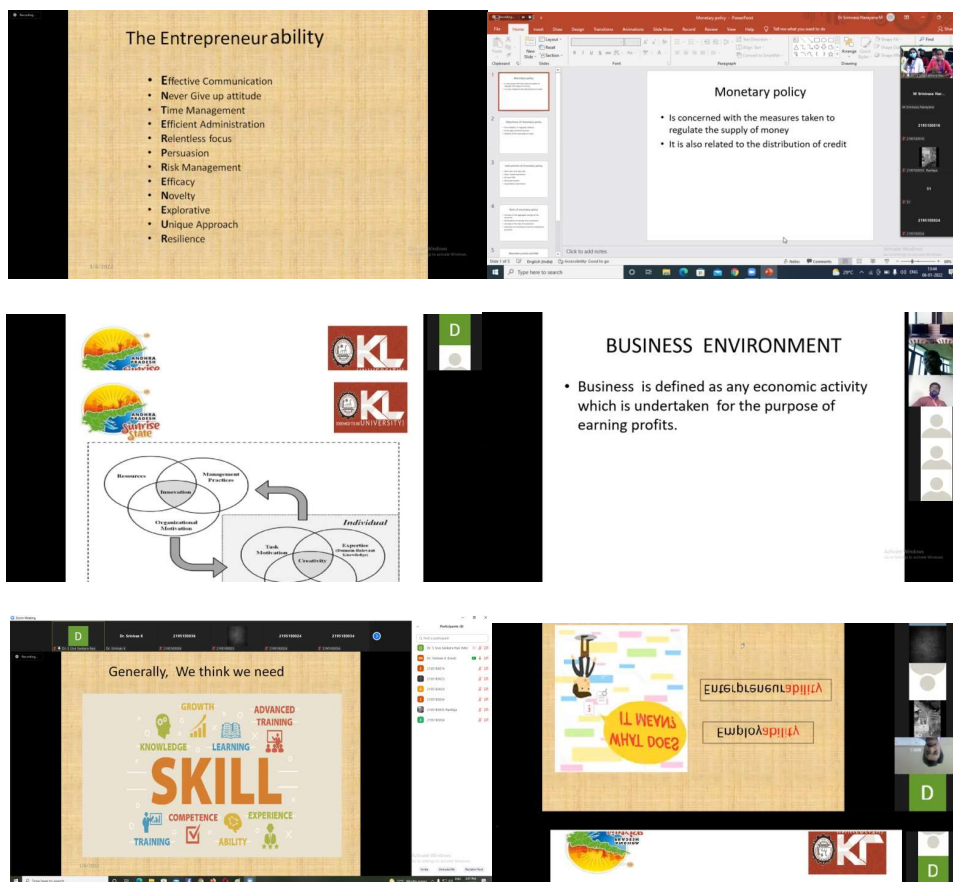
The entire program is very informative. The discussed areas are of the great benefit to the participants as the topics match with the academic curriculum. Participants were educated on the latest trends in the areas of management practices, business environment and organizational behavior. This program is immensely useful for the students as well as faculty and industry representatives too. The participants got the enough inputs for their developing career. This in turn will help in motivating participants as well as students, and accentuate the placement opportunities of students.

Dr. S. Sivasankara Rao, Associate Professor, MBA dept., IARE. gave vote of thanks to all attendees including faculty members and students. From this talk, all participants gained knowledge and awareness on business practices, environment and organizational behavior and its importance in academia.

Poster:



Material Delivered:



Photographs:

5 to 10 geotagged for each day