



# INDIAN ACADEMY OF SCIENCES

## SCIENCE EDUCATION PANEL

### Guidelines for Short-Duration Lecture Workshops

#### Preamble

Short-duration Lecture Workshops form an important segment of the activities under the Science Education Panel. 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 Course 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 Convener of the Lecture Workshop should be a Fellow of the Academy.
2. The Convener could identify a Co-ordinator from the host institution to help in the conduct of the Workshop. Resource persons (speakers), **ideally upto a total of about 6 to 8** (up to 6 for a 2-day programme, 8 for a 3-day programme) could include Fellows and others. It is desirable that at least half of them, and possibly more, are Fellows.
3. All resource persons – as far as possible – should be from institutions in the vicinity of the venue, so as to minimize on travel expenses.
4. 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. Lecture Workshops are meant for local participants only, and not for persons from other towns/cities involving train or bus travel, accommodation arrangements etc.
5. Travel expenses (two-tier AC train fare, and when unavoidable air travel with concessional fares and prior approval of Academy) for resource persons from outside the city will be met by the Academy.
6. The Convener/Co-ordinator should write to all the colleges/university departments/other institutions in the city where the Workshop is planned so that there is a large participation of students and teachers.
7. In all publicity material such as programme sheet, invitation cards, etc. the name of “Indian Academy of Sciences” should be given reasonable prominence comparable to that given to the host institution.

## After the Workshop

8. Lecture honorarium to Resource Persons: Rs. 750/- for each lecture. This can be paid by the host institution at the venue of the meeting after the lectures.
9. Honorarium to Workshop Convener (Rs 1500/-) and to Co-ordinator (Rs. 1000/-) will be paid by the Academy directly from Bangalore.
10. A copy of the full programme (with time table), the list of participants and copies of photographs if any taken to be sent by Convener to Academy.
11. A brief report may be sent by Convener to Academy containing such information as number of participants, the names of colleges represented, subjects covered, and any other useful information.

## Financial support:

12. As mentioned above, the Academy will meet the travel expenses and the lecture honorarium of resource persons. This may be paid by the host institution and the same will be reimbursed by the Academy.
13. The Academy will meet the boarding and lodging and local transportation expenses of resource persons. Accommodation should be arranged in the Guest House of the host institution, otherwise in clean, modest hotels.
14. The Academy will meet expenses on lunch, coffee/tea during sessions, and other working expenses in organizing the programme, as in the attached sample budget.
15. Expenses on decorations, formalities etc should be avoided or kept at a reasonable minimum.
16. Expenses on publication of proceedings, if any, should be borne by the host institution.
17. **No registration fee should be collected from the participants.**
18. Any financial contribution from the host institution is welcome.

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### Sample budget estimate (working expenses) for Lecture Workshops (for approximately 100 participants)

	Rs.
Publicity	3,000
Registration material (pad, pen etc)	5,000
<u>First day</u> Two servings tea/coffee/biscuits	2,500
Working lunch	<u>5,000</u>
	<u>15,500</u> — say, 16,000
<u>Second day</u> Additional catering expenses	<u>7,500</u>
	23,000 — say, 25,000
<u>Third day</u> Additional catering expenses	<u>7,500</u>
	<u>30,500</u> — say, 32,000
Expenses for boarding, lodging and local transportation of resource persons – as per actuals	