

Annexure I A

Guidelines for the Conduct of Webinars by the teaching Departments of the University of Kerala

The Covid-19 pandemic has changed our lives by modifying the way we manage our businesses, education, health sectors etc. Social distancing rules and travel restrictions have forced us to re-evaluate the situation and this has led to a surge in the use of webinars and video-conferencing to manage the new normal. The University of Kerala, in its endeavor to encourage and promote research on important issues seeking to provide the platform and much needed network by inviting proposals from the faculties of the various Departments to organize Statelevel/National/International Webinars and also provide financial assistance from the State Plan Funds for the conduct and publication in the form of e-publications/proceedings with ISSN/Books with ISBN etc. Webinars are time and cost efficient methods that permit active participation of all concerned. The overall objective is to promote webinars that facilitate exchange of views among faculty, resource persons, research scholars and contribute to and enhance the quality of existing research. These guidelines are the general recommendations to be followed by the faculty and they elucidate the eligibility conditions, procedures for submission of proposals and general conditions for assistance and regularisation of sanctioned funds.

1. General Guidelines

a. Objectives

To provide financial assistance, from State Plan Funds, to the faculties of the various Departments for organising webinars on themes of contemporary relevance in different disciplines of Science, Applied Sciences & Technology, Arts, Commerce, Education, Law, Management Studies, Oriental Studies, Social Sciences and interdisciplinary areas with local/regional / national or international participation and perspective and publication of books with ISBN/proceedings with ISSN/ Monograph.

b. Nature and Scope of the Proposal

The theme of the Webinar proposal shall be within the purview of Science, Applied Sciences & Technology, Arts, Commerce, Education, Law, Management Studies, Oriental Studies, Social Sciences and interdisciplinary areas. The proposals on relevant themes shall be focused, coherent and realistic in their coverage and scope.

A brief statement of the objectives of the programme highlighting its importance in the state/national/ international context shall be included in the application. It must include (a) the Background (b) the Objectives (c) the research questions being addressed in the programme (d) Main Themes (e) the sub-themes (f) discussion themes (g) possible contribution of the Webinar outcome to the existing body of research/ policy relevance. The proposal shall also include the details of the expected participants, expected income and expenditure, expected outcome in terms of publication, scope for book publication etc.

As a whole the proposals shall be well-conceived on themes of significant concerns, inviting broad, interdisciplinary and national/ regional level participation and debate. Post Graduate Students, Research Scholars and faculty members are the beneficiaries of such activities.

2. Eligibility Criteria

The permanent faculty members of the Departments who have regularised the provisional advance availed earlier can apply for permission to conduct webinars and request for financial assistance from State Plan Funds. The webinars shall strive to accommodate participation from students, academics, researchers interested in this area. Interested participants can be a part of this venture by contributing abstract/research papers related to the webinar.

3. Scope of the Activity

Conduct of Webinars & Publication of Proceedings (in the form of webinar proceedings with ISSN/Monograph/Books -ISBN)

4. Geographical Coverage

Statelevel – National – International

5. Financial Assistance

Financial Assistance from State Plan Funds shall be sanctioned for items under the following heads

1.	Honorarium for the Resource Persons
2.	Subscription of Platforms like Zoom (for conferences having larger participation, free platforms like Google Meet may not be comfortable)
3.	Publication in the form of e-publication/proceedings with ISSN/Monograph/Books (with ISBN)
4.	Video Recording under KU Padashala

5.	Secretarial Assistance
6.	Miscellaneous

The sanctioned amount shall be spent in accordance with the broad headings specified in the resolutions of the Syndicate.

Publication in the form of e-publications/proceedings with ISSN/Monograph / Books with ISBN Number is mandatory. Printing of books/proceedings/abstracts can be done with standard publishers who can provide ISBN /ISSN Number.

A faculty member can co-ordinate only one Webinar with State Plan Funds during one financial year.

Expenditure shall be limited within the financial assistance sanctioned.

As this is an online programme refreshment charges shall not be allowed.

Expenditure towards photo, video, light and sound etc shall be minimized to its lowest rates. Adherence to Green protocol shall be ensured.

Registration fee may be collected from the participants at reasonable rate/rates affordable to each academic community and due receipts shall be provided.

Prior sanction shall be obtained from the University for collection of registration fee, sponsorship and other sources of income. The details of such amount shall be included in the proposal and statement of expenditure.

6. Number of Resource Persons/Participants Expected Region Wise:

Number of Resource Persons expected to attend				
State level		National	International	Total
Within the district	Outside district			
Number of Participants expected to attend				
State level		National	International	Total
Within the district	Outside district			

6.1. Details of Resource Persons invited and their areas of specialization are to be specified separately

6.2. Number of papers expected for presentation/publication from the following may be provided

(i) From outstation participants:

(ii) From Local participants:

(iii) From the Faculty/Research Scholars of the Department:

7. Resource Persons, Numbers, Honorarium.

7.1. Number of Resource Persons and Participants for International/ National/ Statelevel programmes are:

International at least one Resource person must be from outside India and as far as possible internationally renowned scholars from outside state shall be included.

At least 10% of participants shall be from outside the state.
Participants may be charged registration fees.

National 2 to 3 Resource persons shall be from outside the state and at least 10% of participants shall be from outside the State. Participants may be charged registration fees.

Statelevel at least 10 % of Resource persons shall be from outside the state and at least 20% of participants shall be from outside the district and 80% of participants shall be from outside the University.

7.2. Honorarium

The honorarium to be provided for recommended resource persons for webinars is as follows:

a.) Honorarium to Resource Persons in a National Webinar maybe limited to Rs. 5,000/- per day for a session ranging from 1 hour to 3 hours as no TA/DA is paid to the invited Resource Persons. Maximum number of sessions permitted per day is one only per person.

b.) Honorarium to Resource Persons in an International Webinar may be limited to Rs. 10,000/- per day for a session ranging from 1 hour to 3 hours as no TA/DA is paid to the invited Resource Persons. Maximum number of sessions permitted per day is one only per person.

8. How to Apply

8.1. All proposals for the academic year shall be submitted on before the date last date as notified to enable proper verification, scrutiny and approval of the programme for the academic

year. The guidelines regarding the date for Submission of Abstracts/ Full Papers and the application format shall be made available on the University website.

8.2. The permanent faculty of the Departments who wish to avail financial assistance from the State Plan Funds scheme shall submit their proposal in the prescribed proforma to the Director, Planning and Development. The proposals shall be submitted in the prescribed format, complete with all the requisite details and shall be forwarded by the Head of the Department concerned. The Head shall place the same before the Department Council for information and discussion and the copy of the Minutes of the same shall be forwarded along with the application. The forwarding letter from the Head of the Department shall be on the letter head (with seal). The letter shall include the following details:

- Name of the Organising Secretary;
- Title of the event;
- Date and Venue along with
- Copy of the Minutes of the Department Council meeting
- Abstract

Only completed proposals in all respects shall be processed.

8.3. The proposals shall consist of the following:

1. The duly filled in Application Form for organizing webinars
2. The Forwarding Letter from the Head of the Department (in the format mentioned above)
5. A detailed note (500-1000 words) with the Main Themes, Sub-themes along with the research questions being addressed in the programme and the possible contribution of the programme outcome to the existing body of science, arts, social science research, as Annexure I.
4. The tentative session-wise programme details, mentioning the topic of each session and its presenters/ speakers as Annexure II.
5. The list of local / state/ national/ international paper presenters and keynote speakers, Panel Chair with their respective designations and affiliations as Annexure III.
6. Confirmation letters from both national and international speakers shall be attached.

8.4. **One copy of the proposal completed** with all the requisite annexures **shall be forwarded** to the Director, Planning & Development before on before the date last date as

notified for receiving application to enable proper evaluation and processing by the Committee for Scrutiny.

8.5. A faculty member in the capacity as an Organising Secretary/ Coordinator can submit one proposal only.

8.6. The Application shall specify the type of activity, topic, proposed dates, venue, statement of expected expenditure, details of the Resource persons, expected number of participants, Bank account details etc. The expenditure statement shall be realistic.

8.7. The Head of the Department shall make sure that the resource persons/experts invited are of outstanding scholarship in the relevant field. Proposals for the conduct of International programmes shall include the minimum number of ensured speakers/ participants.

8.9. Prior permission from the Vice-Chancellor/Registrar is required in case the date (s) and/or venue and/or duration of the activity (activities) is (are) rescheduled/changed.

8.10. No change in the status of proposal from International to national or vice versa would be permitted under any circumstances.

8.11. The programmes shall be planned so as to **conduct the same on before the last date as notified** and the **bills and vouchers for final payment shall be submitted before the prescribed time**

9. Procedure for Selection of Proposals

9.1. All the proposals that are complete as per the prescribed format, shall be evaluated by the Scrutiny Committee nominated by the Syndicate. Approvals/ rejections of proposals/abstracts shall be as per the recommendations of the Committee.

The following clauses (9.2 to 9.5) shall be effective from 2021-22 onwards:

9.2. The meetings of the Scrutiny Committee will be held two times in the months of June, September and December in the financial year. Accordingly, one copy of the proposal including soft copy, complete with all the requisite annexures must be sent to the Director, Planning & Development well in advance, preferably three months before the scheduled dates of the webinar to enable its proper evaluation and processing.

9.3. The Scrutiny Committee will consider the proposals along with the abstracts and give recommendations. The final decision will be solely taken by the **Syndicate**, keeping in view the recommendations made by the Scrutiny Committee and the availability of funds. After the approval of the resolution of the Syndicate by the Vice-Chancellor of the proposal, a letter with

the Minutes of the meeting of the Syndicate will be emailed to the HoD intimating the sanction of the financial support.

9.4. The abstract shall not exceed 250 words and shall be accompanied by a cover page containing details of author - name, designation, email id, Mobile number and title of paper. The abstract shall be reviewed by the Scrutiny Committee and the authors of the approved abstracts shall be intimated. The decision of the expert committee is final and binding.

9.5. The requirements for submission of Full Paper are

- All research papers shall be original, unpublished and plagiarism free.
- Selected quality research papers shall be published in the form of a book with ISBN Number.
- The research paper shall be thematic and identification of sub-themes is highly appreciated.
- It shall have proper research questions and shall also reflect the findings. The research papers shall not exceed 2500/5000 words.
- It shall be typed in Times New Roman Font Size 12 on A4 size paper with 1" margin on all sides with 1.5 line spacing using MS Word application.

9.6. Registration Fee for Participants

Whether there is registration fee/ no registration fee shall be specified along with the details of the registration fees amount for the Webinar, if charged. Registration shall be limited on a first-come basis.

9.7. Certificates

E-certificates shall be given to the registered participants on successfully attending the webinar.

10. Monitoring/Release of Funds

10.1. Financial assistance sanctioned for specific items shall be availed either as provisional advance or as Final Payment.

Provisional Advance - The advance amount shall be settled within three months from the date of the conduct of the programme. The balance amount, if any, shall be refunded to the University account within 15 days. All the bills and vouchers in original shall be kept and forwarded along with statement of account for regularization.

Final Payment – The sanctioned financial assistance shall be claimed as Final Payment within three months after the conduct of the programme. All the bills and vouchers in original

shall be kept and forwarded along with statement of expenditure and copy of the abstract/proceedings for claiming final payment.

10.2 The HoD shall inform about any financial assistance applied for/ received from other agencies.

10.3. The approved funds shall be released either as provisional payment or as final payment.

10.4. The person empowered to receive the financial assistance shall be liable to refund the entire grant amount immediately in case the event did not take place within the stipulated period

10.5. Claims (Final Payment) shall be submitted within 3 months after the successful completion of the event. Any claim received beyond this period will not be considered for payment.

10.6. Registration fee, Advertisement fee etc. if any, collected shall be strictly accounted for, in accordance with the provisions of Kerala Financial Code.

10.7. The HoD/ Regular Teachers/ Hon. Director drawing the advance shall be personally liable for settlement of accounts.

11. Post Webinar Requirements

11.1. The submission of reports/abstract/proceedings/ book for publication along with the statement of expenditure and bills and vouchers within 30 days of conducting the webinar is mandatory. Non - submission of the same shall entail audit enquiry and possible penal interest.

11.2. The documents to be submitted to the Office of the Director, Planning and Development after the conduct of the event for regularisation of the provisional advance/ final payment are

- Statement of Expenditure (duly signed and stamped by the HoD and the Organising Secretary) along with bills and vouchers. The vouchers must be serially arranged and numbered.
- Paid and Passed for Payment Certificate may be furnished in all bills.
- Cash received seal, Original receipts.
- Bills and Vouchers shall be legible and clear.
- Name of the customer/Purchaser may be furnished in cash receipts.
- For amount above Rs. 5000/- stamped receipt.
- The Chalan/ Remittance/ refund particulars towards unspent balance/ disallowed amount to be attached with Credit Verification Report from Audit Wing, Karyavattom/ Cash (R), Senate House Campus.
- Store purchase rules shall be observed for all purchases by the co- ordinator/Convener. Necessary Stock Register shall be maintained for all the items purchased for a

programme. [Purchase of Stores upto a value of Rs. 15,000/- (Rupees Fifteen Thousand only) on each occasion may be made without inviting quotations/ bids by the competent authority].

- Quotations for the purchase of items above Rs. 15,000/- must be attached.
- Sanction of the Registrar is required for rescheduling the programme.
- Sanction of the Vice-Chancellor is required for changing the topic/ duration of the programme.
- A detailed report on the event along with 2 copies of publication(s)/proceedings/abstracts with ISBN, copy of the attendance sheet(s) of the list of participants (National & International), Specimen copy of the Certificate, Brochure, Invitation etc., shall be forwarded along with the bills and vouchers. As part of conduct of the Webinar, the Organising Secretary shall ensure publication of proceedings containing either full text or extended abstracts of the talks/presentations. Two copies of the same shall be submitted to the Director, Planning & Development along with the bills and vouchers.
- Duly verified details of the PSTSB account of the person empowered to receive the financial assistance along with the filled in Data sheet (Name as per bank account, Name of Bank, Branch and Address, Account No and IFSC code).

11.3. Digital Signature may be admitted in the case of honorarium for the experts/ resource persons.

11.4. In case the event is cancelled, the provisional advance availed shall be refunded immediately to the PSTSB account of the Finance Officer.

12. Format for preparing the Proceedings for the programmes

1. Theme of the Webinar
2. The programme (separate sheet may be enclosed)
3. The keynote address, presentation of invited resource persons and participants
(enclose the copies of each one of them)
4. The recommendations/ suggestions/ action points (outcome of the webinar)
5. Follow up actions the Department/Centre proposes to undertake

13. Obligation of the Head of the Department

13.1. The HoD shall place the various proposals before the Department Council for information and discussion and the copy of the Minutes of the same shall be forwarded along with the application.

13.2. The HoD shall ensure that the Organising Secretary of the Webinar submits a detailed report to the Department Council held after the conduct of the same.

13.3. The Organising Secretary/HoD, shall submit the details of the total expenditure incurred along with the original supporting bills, vouchers and the remittance slip in original, of the refund of the unspent amount, disallowed amount if any, along with the Credit verification report within one month of the conduct of the Webinar.

13.4. The HoD shall ensure that the Organising Secretary of the Webinar submits the Statement of Expenditure in the proper format with serially numbered receipts and vouchers.

Applications, complete in all respects, shall be addressed to:

The Director

Planning & Development

University of Kerala

Senate House Campus, Thiruvananthapuram – 695 034

Email: dpd@keralauniversity.ac.in