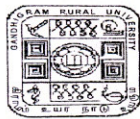


THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)
Gandhigram – 624 302 – Dindigul District – Tamil Nadu
(Ministry of Human Resource Development, Govt. of India)
Accredited by NAAC with 'A' Grade (3rd Cycle)



Prof.V.P.R Sivakumar
Registrar

Phone : EPABX No : 0451 – 2452371 – 75 Office : 0451 – 2452323 Fax : 0451 - 2454466

Ref: AC4/2017-18/

Dt.19.02.2018

Sub :Guidelines for organising National/International Level Conference
Seminar/Workshop/Symposium including Local Programmes -
implementation – reg

Ref : 1. Minutes of the Invitation Committee Meeting dt.24.01.2018.
2. Vice-Chancellor's Approval dt.12.02.2018.

This is to inform that all the Deans/HODs/Directors/Coordinators concerned are requested to follow the guidelines given below while organising the National/International Level Conference/Seminar/Workshop/Symposium including Local Programmes.

A.National/International Level Programmes :Conference/Seminar/Workshop/Symposium etc.

1. Chief Guest/Expert for inaugural function/valedictory Key Note Address is to be approved by the authorities of GRI (DU).
2. Date(s) of the Programme to be fixed after getting the free slots available at the Silver Jubilee Hall/Multipurpose Auditorium/Vivekananda Hall of Faculty Guest House.
3. Silver Jubilee Hall is to be looked in the register available with Dr.M.Sahul Hameed, Assistant Professor, Department of Home Science. Multipurpose Auditorium/Vivekananda Hall is to be booked in the register available with Dr.C.Sugumar, Deputy Director of Physical Education.
4. The time and duration for conducting the Inaugural/Valedictory function ranges between 30 and 45 minutes. Only non-technical items are to be included in these functions.

Prayer	-	5 minutes
Welcome	-	5 minutes
Presidential Address	-	10 minutes
Inauguration by Chief Guest	-	15 minutes
Felicitation, if any	-	5 minutes
Vote of Thanks	-	5 minutes

5. Key note Address of the Chief/Expert Guest is to be included in the Technical Session/Plenary Session.
6. The organizer of the programme should see that the programme begins/starts in scheduled time.
7. Generally, National/International Programme is to be presided over by the Vice-Chancellor, GRI (DU) and inaugurated by the Chief Guest and other special event(s) organized by the School/Department/Centre is to be inaugurated by the Vice-Chancellor.
8. **Valedictory Function :** Feedback/summary of recommendations may be presented within 15 minutes in the valedictory function. The Registrar, GRI(DU) is to give Presidential Address, followed by valedictory address by Chief Guest/Expert. The duration of valedictory function ranges between 30 and 45 minutes.

B. Local Programme/Event

1. For organizing local programme/local event, Dean of concerned School/Head of concerned Department/Director of concerned Centre is to be involved both for the inaugural and/or valedictory functions.
2. The organizer/co-coordinator of the local programme/event can make use of the concerned Dean/Head/Director for presiding in both functions.
3. Small events with less number of participants may be conducted in the seminar halls of the department concerned. Such halls are available in the JC Kumarappa Court, Department of Chemistry, Physics, Mathematics, Political Science, Economics, etc. for which the organizer may approach the concerned Dean/Head/Director.

GENERAL INSTRUCTIONS :

1. The Deans/HODs/Directors/Coordinators are requested to get prior approval from authorities to conduct any department activity/programme/VPP including Health Camp.
2. The Deans/HODs/Directors/Coordinators are requested to send the request for principal approval well in advance for conducting any function (Students/Departments/Conference/Seminar etc.) The belated proposal for approval may be avoided.
3. The dates of programmes should not clash with CFA tests, Exam dates, VPP and other programme.

4. It is to be informed that mementoes, shawls etc. need not be presented to the Chairperson /invitees from GRI.
5. The awardees must keep the amount given under Development Grant as seed money and mobilize atleast double the grant from outside sources and may conduct in collaboration with reputed academic bodies / associations. Additional sanction from unassigned grant is not possible.
6. The awardees must ensure a quality publication from reputed publisher in order to improve the citation index and the abstract of papers published must be handed over to IQAC so as to upload in our University Website.
7. The awardees are informed to ensure minimum of 30 outside participants for Social Sciences and Languages and 50 for Science and Technologies.

V. P. Givelumma
REGISTRAR 20/02/14

To

All the Deans/HODs/Directors/Coordinators

✓ Director i/c., Computer Centre – with a request to circulate thro' GRI Internet/Intanet.

CC : PS to the VC / PS to the Registrar / Authorities Section / Finance Section / File