

12.4 **GUIDELINES FOR ONE DAY SEMINAR / WORKSHOP**  
**[Approved by the Council at its 675th Meeting held at Hyderabad during March 23-24, 2013]**

The One Day Seminar / Workshop is one of the sponsored technical activities of a particular Engineering Division, under the aegis of which the activity will be organized.

12.4.1 **Planning**

Proposal for holding Seminar / Workshop will emanate from a Centre and shall be processed by the concerned Division Board / Chairman of the Division Board. The proposal from a Centre should be submitted to the concerned Division Board at least one month prior to the proposed dates of the Workshop. The proposal shall contain the suggested theme, brief write up on the theme, date and venue (city / town) of the Seminar / Workshop.

12.4.2 **Responsibility**

The primary responsibility for planning and organizing the Seminar / Workshop shall rest with the Host Centre. Implicit support of the HQrs will be available. For smoothness in organization of the event, the Host Centre shall constitute the Organizing Committee.

**Organizing Committee**

The Organizing Committee shall be constituted with the Chairman of the Host Centre as its Chairman and the Honorary Secretary of the Host Centre or one Corporate Member (attached to the Host Centre) as its Organizing Secretary. The Members of the Committee shall include local Corporate Members.

12.4.3 **Resource Mobilization**

The Organizing Committee shall plan resource mobilization and the income may comprise the following :

- Grant from the Division Board @Rs 10000/-\*;
- Registration fees to be paid by delegates;
- Contributions of other organizations as Patrons, Co-sponsors, Collaborators;
- Donors or Associates.

\* Approved at the 680<sup>th</sup> Meeting of the Council, held at Coorg, Karnataka on March 2014.

12.4.4 The grant will be released from the HQrs after receipt of report and photographs as per the format provided in **APPENDIX XV**.

12.4.5 The structure of the programme of One Day Workshop shall be as follows:

(i) **Inaugural Session to have**

- Welcome Address by the Chairman, Host Centre
- Address by the Chairman, Division Board (if present)
- Address on the theme of technical sessions by the Honorary Secretary / Organizing Secretary / Convenor
- Address by the Special Guests (if any)
- Inaugural Address by the Chief Guest
- Vote of thanks by the Honorary Secretary of the Centre

(ii) **Technical Session**

The Organizing Committee shall invite the renowned professionals, having expertise in the relevant field to deliver Lectures during the Technical Sessions. Apart from that, Articles, received on the theme of the Workshop, will also be presented during the Technical Sessions.

(iii) **Concluding / Valedictory Session to have**

- Welcome Address by the Chairman of the Host Centre
- Reporting of Technical Sessions
- Vote of thanks by the Organizing Secretary / Honorary Secretary

*The Chairman of the Host Centre shall preside over both the Inaugural and the Concluding / Valedictory sessions.*

**APPENDIX XV**

**TECHNICAL ACTIVITY CARRIED OUT BY CENTRES / OVERSEAS CHAPTERS**

Name of Centre / Overseas Chapter:	
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Title of Activity:	
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Activity under Divisional Board (delete which are not applicable):	
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Date:		Venue:	
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View of Dais	Title of photo:

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