

	<p style="text-align: center;"><b>Faculty Development Cell</b>  <b>Sumandeep Vidyapeeth</b>  <b>An Institution Deemed to be University</b>  <b>(Accredited -NAAC 'A' Grade with 3.53 CGPA on 4 point grade scale)</b>  <b>(Conferred with UGC- CATEGORY-1 status.)</b>  At &amp; Post Piparia, Taluka Waghodia, Vadodara 391760, Gujarat  <a href="mailto:commt.faculty_development@sumandeepvidyapeethdu.edu.in">commt.faculty_development@sumandeepvidyapeethdu.edu.in</a> </p>
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### **Standard Operating Procedure**

#### **(Academic event organization)**

**[1] Minimum criteria for academic events to be organized by constituent institutes of university:**

**1. International / National level conference:**

a. Minimum number of such event per institute in an academic year is as follows:

SBKS MIRC : 5	K.M. Shah Dental College : 2
Nursing College : 1	Pharmacy College : 1
Physiotherapy College : 1	Management College : once in two year

b. The conference **MUST** be of at last **ONE** full day event.

**2. CME / Workshop / etc.:**

- a. Minimum **TWO** such academic events must be organized by individual departments of the institutes in an academic year.
- b. These events **MUST** be of at least of **half a day** (minimum 3 hours) duration.
- c. **ONE** of the events **MUST** be of **state level** CME. (Criteria for state level – as per [1].3). The other one can be organized at department / institute / university level.
- d. These academic events should be preferably multidisciplinary. Such event will be counted as of the lead / principle department only.

**3. Level of the academic event:**

Sr. No.	Level of the event	Criteria
1.	International	<ul style="list-style-type: none"> <li>At least <b>ONE</b> of the speakers <b>MUST</b> be from out of India.</li> <li>Minimum <b>5 (FIVE)</b> delegate registrations from outside Gujarat.</li> </ul>
2.	National	<ul style="list-style-type: none"> <li>At least <b>ONE</b> of the speakers <b>MUST</b> be from outside Gujarat.</li> <li>Minimum <b>5 (FIVE)</b> delegate registrations from outside Gujarat.</li> </ul>
3.	State	<ul style="list-style-type: none"> <li>At least <b>ONE</b> of the speakers <b>MUST</b> be from outside university.</li> </ul>

		<ul style="list-style-type: none"> <li>• Minimum <b>5 (FIVE)</b> delegate registrations from outside university.</li> </ul>
4.	Local (University/Institute)	<ul style="list-style-type: none"> <li>• ONE of the speakers may be from outside university.</li> <li>• Delegates can be from within university.</li> </ul>

#### **4. Others points:**

- Accreditation from respective governing council for credit points /hours is desirable to authenticate the academic event further.
- The departments organizing International / National level academic events are exempted from organizing state level CME for that academic year.
- Guest lecture & any other academic event less than three hours duration can be organized at institute or department level as per their discrimination. They will be considered as local level academic event
- Proper documentation, timely application & reporting to Faculty Development Cell in Prescribed format is **MUST** for all academic events.

#### **5. Academic events organized by university bodies / cells:**

- The procedure remains the same for academic events organized by various university body /cell.
- Collective data must reach to FDC, SV on quarterly in same MS Excel sheet format to FDC.

#### **[2] Procedure for application & reporting for academic events:**

- Organizing Institute / department have to apply to Faculty Development Cell in prescribed application form at least ONE month prior to the event.
- Application form should be duly filled by organizing secretary of the event. The forms for the same are available at HoD/HoI office. The organizing secretary is expected to go through the policy for organizing the academic event before filling application form.
- The duly filled form shall be submitted and approved by respective HoD and HoI. HoD and HoI is expected to put remark on approval. The application shall be submitted to FDC office through HoI office only.
- The respective committee of FDC shall scrutinize the application. The committee may call the organizing secretary for discussion, if required.

5. Academic & financial details **MUST** be filled properly in Application Form submitted to FDC, SV. This information is vital for approval.
6. The committee put forward its observations and remarks on the application and it will be forwarded to the Registrar, SV for the final approval of the competent authority of the University.
7. The organizing institute / department **MUST** try to raise fund through sponsorship, collaboration with various academic bodies / associations and registration fees. This fund has to deposit in the Sumandeep Vidyapeeth account.
8. As per the level of the academic event (refer no. [1].3), the financial support will be given by university in advance, if required after raising fund.

<b>Level of academic event</b>	<b>Amount</b>
International	Rs. 2,00,000/-
National	Rs. 1,00,000/-
State	Rs. 25,000/-
Local	Rs. 5,000/-

9. Expenses occurred through university authorized agencies (eg: Mess-Aroma, Faraskhana, Printing, etc) will be directly paid through university finance department.
10. Details of all expenditure along with the brief report in prescribed format **MUST** be submitted to FDC, SV through Dean /Principal's office within 7 (SEVEN) DAYS of completion of the event.
11. The audit & final financial decision will be taken by university finance department.  
Any surplus amount has to be deposited in the university account & any deficit will be considered by the university on case to case basic.
12. All documents & data related to the academic event must be kept with the organizing department. The event has to be documented to FDC, SV on quarterly basic as a part of institute data in MS Excel sheet.