



# Policy for the Conduct of Events

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Registrar  
Vels Institute of Science, Technology  
& Advanced Studies (VISTAS)  
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## 1. Purpose

This policy establishes a standardized framework for the planning, organization, execution, and documentation of academic and co-curricular events at VISTAS. The objective is to ensure quality, consistency, alignment with institutional goals, and compliance with accreditation and statutory requirements.

## 2. Scope

This policy applies to all events organized in both physical and online modes under the following categories:

- Guest Lecture / Seminar / Alumni Lectures / Webinars
- Workshop / Symposium / Hackathons / Ideathons / Competitions
- Club Activities
- Faculty Development Programmes (FDPs)
- National and International Conferences

## 3. Definition

Detailed definitions of each event category, along with eligibility criteria for resource persons, minimum duration, mode of delivery, target audience, and learning outcomes are provided in Annexure 1.

## 4. Policy Provisions

### 4.1 Event Request and Lead Time

- All event requests must be entered in the ERP at least 10 days in advance for physical events and 5 days in advance for online events.
- National and International Conferences should follow the guidelines outlined in Annexure 2.
- The request must include event details, budget, resource person profile, expected outcomes, etc.

### 4.2 Approval Process

- The respective Dean shall recommend the proposal in the ERP.
- The Registrar shall review and forward it for final approval to the Vice Chancellor.



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### **4.3 Organizing Committee Norms**

The Norms for Organizing Committee is provided in Annexure 3

### **4.4 Resource Person Criteria**

- Academic Institutions: Professors or Associate Professors from NAAC-accredited institutions with a grade of 'A' or above and a minimum of 10 years' experience.
- Industry Experts: Professionals with at least 10 years of relevant industry experience.
- Exceptional Profiles: Outstanding candidates may be considered on a case-by-case basis.

The detailed details is provided in Annexure 1

### **4.5 Honorarium**

- Honorarium shall be as per the approved ranges provided in Annexure 2.
- Additional travel and accommodation expenses require prior approval in the ERP.

### **4.6 Event Documentation and Reporting**

A post-event report with event approval (will be generated in ERP), invitations (brochure), participant list with signature (attendance), feedback analysis, geo-tagged photographs, expenditure (to be entered directly in ERP) and sample certificates must be uploaded to the ERP within seven working days after the event.

## **5. Review**

This policy shall be reviewed annually by the Internal Quality Assurance Cell (IQAC) to incorporate improvements based on feedback, accreditation requirements, and institutional needs.

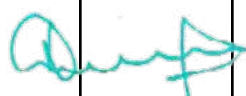


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## Annexure 1 – Event Categories and Specifications

Detailed table of activities, definitions, eligibility criteria, duration, mode, target audience, and learning outcomes.

S. No.	Activity	Definition	Eligibility of Resource Person	Min Duration	Mode of Delivery	Target Audience	Learning Outcomes
1	Guest Lecture	Structured academic session by an external expert to provide domain-specific insights and real-world applications.	Professor/Associate Professor from NAAC 'A' & above institutions with $\geq 10$ years' experience OR industry professional with $\geq 10$ years' experience (exceptions allowed).	1 hour	Offline / Online / Hybrid	Students / Faculty	Ability to connect theoretical knowledge with industry practices and current developments.
2	Seminar	Academic meeting where experts present research, concepts, or thematic content followed by discussion.	Academics or professionals with proven expertise in the topic.	3–4 hours	Offline / Online / Hybrid	Students / Faculty / Researchers	Ability to critically evaluate research and engage in academic discussions.
3	Alumni Lecture	Lecture by a distinguished alumnus/alumna sharing career experience,	Alumni with $\geq 5$ years of professional/entrepreneurial experience.	1 hour	Offline / Online	Students	Understanding of career pathways, employability skills, and

  
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		industry insights, and guidance.					industry expectations.
4	Webinar	Online seminar/lecture for real-time knowledge sharing via digital platforms.	Domain experts from academia, industry, or research bodies.	1 hour	Online	Students / Faculty / External Participants	Ability to participate in technology-enabled learning and engage with global experts.
5	Workshop	Hands-on, practice-oriented session for skill development in specific domains.	Certified trainers, industry professionals, or academicians with expertise.	1 day	Offline / Hybrid	Students / Faculty	Competence in applying tools, methods, or processes in real-world scenarios.
6	Symposium	Formal event with multiple speakers presenting on different aspects of a theme, followed by discussions.	Eminent academicians and industry experts relevant to the theme.	1 day	Offline / Hybrid	Students / Faculty / Researchers	Ability to integrate diverse perspectives and identify future research opportunities.
7	Hackathon	Competitive, time-bound event to design and prototype solutions or applications.	Industry mentors, technologists, domain experts.	24 hours (continuous or split)	Offline / Hybrid	Students	Ability to develop viable solutions under time constraints and collaborate effectively.



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8	Ideathon	Brainstorming-based event to generate and pitch innovative ideas for defined challenges.	Entrepreneurs, innovation experts, startup mentors.	1 day	Offline / Online / Hybrid	Students	Ability to think creatively, present ideas effectively, and explore entrepreneurial opportunities.
9	Student Competition	Contest for students to showcase academic, technical, or creative skills.	Subject matter experts or recognized professionals.	Flexible	Offline / Hybrid	Students	Ability to benchmark skills against peers and enhance competitive abilities.
10	Club Activity	Student club-led initiatives promoting peer learning and engagement beyond the classroom.	Faculty/staff club mentor.	1 hour	Offline / Online / Hybrid	Students	Development of interpersonal skills, leadership abilities, and creative expression.
11	FDP ( $\geq 5$ days)	Intensive training programme for faculty to enhance teaching, research, and professional skills.	Senior academicians, researchers, or industry leaders with expertise.	5 days	Offline / Online / Hybrid	Faculty	Ability to apply modern teaching methodologies and conduct quality research.

  
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12	National Conference	Academic event for participants across India to present research and exchange ideas.	Eminent scholars and practitioners from India.	1 day	Offline / Hybrid	Faculty / Researchers / Students	Ability to present research effectively and collaborate with national peers.
13	International Conference	Global academic forum for knowledge exchange and collaboration .	Internationally recognized experts.	1 day	Offline / Hybrid	Faculty / Researchers / Students	Ability to engage with global research trends and initiate cross-border collaborations .



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## Annexure 2 – Manual for Conduct of Conferences at VISTAS

### 1. Purpose

This manual establishes the guidelines for the planning, approval, organization, and documentation of National and International Conferences conducted at VISTAS. The objective is to ensure academic quality, research visibility, and alignment with institutional goals and accreditation requirements.

### 2. Approval Process

All conferences must be proposed and approved through the **University ERP system** within the prescribed timelines.

Conference Type	Minimum Advance Time for Proposal Submission
International Conference	9 months before the proposed date
National Conference	6 months before the proposed date

The proposal must include the conference theme, objectives, organizing committee, proposed publication plan, and expected academic outcomes.


### 3. Mandatory Collaboration with Publication Venues

All conferences must be planned in collaboration with appropriate publication venues from the initial stage of proposal development.

Before seeking approval, the organizing department must identify a reputed publisher or proceedings outlet, preferably indexed in Scopus or other internationally recognized databases, to publish the conference proceedings.

The proposal submitted through ERP must clearly specify:

- Name of the publisher or proceedings series
- Confirmation of publication collaboration or expression of interest
- Proposed peer-review mechanism
- Tentative timeline for publication of proceedings

  
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#### 4. Suggested Publication Venues

Departments are encouraged to explore collaboration with **reputed international publishers and proceedings platforms** for conference publications. Some commonly used venues include:

- IEEE Conference Proceedings (IEEE Xplore)
- Springer Conference Proceedings Series (e.g., Lecture Notes Series)
- ACM Conference Proceedings
- Elsevier Procedia Series
- AIP Conference Proceedings
- IOP Conference Series
- Taylor & Francis / Routledge Conference Proceedings

The above list is **indicative and not exhaustive**. Departments may identify other suitable publishers or proceedings platforms that are recognized and indexed in **reputed international databases such as Scopus**.

For interdisciplinary fields such as **life sciences, pharmacy, allied health sciences, and social sciences**, departments may also consider:

- Multidisciplinary proceedings series, or
- Special issues in recognized indexed journals after peer review.

#### 5. Verification of Indexing

Departments must ensure that the selected publication venue is actively indexed in Scopus or other recognized indexing databases at the time of confirmation. Verification should be carried out through the official Scopus Source List or publisher confirmation.

#### 6. Publication Timeline

Conference proceedings should ideally be processed and published within a reasonable timeframe, normally within 12 months from the date of the conference, to maintain academic relevance and research visibility.

#### 7. Documentation

The organizing department must maintain the following records for institutional



reference and compliance:

- Conference proposal and approval documents
- Publisher collaboration confirmation
- Peer review and editorial process records
- Final publication details of conference proceedings



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## Annexure 3 – Organizing Structure and Honorarium

The following table outlines the recommended organizing committee structure and honorarium ranges for each event type.

Event Type / Level	Mode	Chief Patron	Patron	Convener	Organizing Members	Advisory Board	Honorarium / Session (Rs.)
Guest Lecture / Seminar / Alumni Lectures/ Webinar	Physical	—	—	HoD + 1	1-2 Faculty Member (s)	—	3000 - 5000
	Online					2000 - 4000	
Workshop / Symposium / Hackathons / Ideathons / Student Com-petitions	Physical	—	—	Dean / Director / HoD + 2	3-4 Faculty Members	—	3000 - 5000
	Online					2000 - 4000	
Club Activities	Physical	—	—	Club Co-ordinator (s) + 2	3 Student Coordinator (s)	—	1500 - 4000
FDP (Minimum 5 days)	Physical	Vice-Chancellor	Registrar	Dean / Director / HoD / +2	4-6 Faculty Members	—	3000 - 5000
	Online		COE				2000 - 5000



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National Conference	Physical	Chancellor	Vice President	Dean / Director / HoD / + 3	6-8 Faculty Members	10-12 External Experts	5000 - 10000
	Online		Pro-Chancellor(s)				3000 - 5000
International Conference	Physical		Vice-Chancellor		8-10 Faculty Members	15 - 20 Global/ National Experts	5000 - 20000
	Online		Registrar COE				3000 - 10000



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