

**Guidelines for the conduct of Seminars /Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas in online mode organized by the Faculty Members/ Academic Departments/ Regional Campuses of the University (2020-21 onwards)**

1. **Webinars** shall be any seminars/conferences/symposiums conducted in online mode. Conducting online workshops/ guest lecturers/ extension lectures/ sastrasadas etc. **should not be re-labeled** as webinars. (For example if it is an extension lecture, use as *Extension Lecture* in title)
2. The guidelines (*UO No. Acd.C1/3822/SSUS/2018 dated 20/07/2018*) for the conduct of Academic Seminars /Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas organized by the teachers/ Departments of the University shall be made applicable to online conduct of these activities too, wherever necessary.
3. The conduct of *International Webinars* and *National Webinars* shall be as per the clause 2 and 3 of the above mentioned guidelines.
4. Prior approval for the conduct of Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode shall be obtained from the University by submitting proposals in detail through the Head of the Department.
5. Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode shall be conducted at any time of the day, considering the web connectivity, preferably during the working hours.
6. Appropriate decision may be taken by the coordinator for the collection of registration fee, delegation fee (in most of the cases fee can be waived considering the COVID 19 financial situation) with the approval of the University.
7. Ensure registration of the participants in Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode through google forms or any other appropriate methods.
8. Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode shall be hosted in any appropriate platform (Google Meet, Moodle,

Bluebutton etc.), preferably using the official email id of the co-ordinator of the webinar which will necessitate recording of the whole procedures.

9. Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode can be streamed using the official YouTube channel of the University. Office of the Public Relations Officer of the University may be contacted for the same.
10. Softcopies of brochure of the Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode shall be circulated with all details. Copy of the same may be send to [iqac@ssus.ac.in](mailto:iqac@ssus.ac.in)
11. Softcopies of brochure of the Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode along with a short write up in word format shall send to [web@ssus.ac.in](mailto:web@ssus.ac.in) and [pro@ssus.ac.in](mailto:pro@ssus.ac.in) to publish in University website at least two weeks before the event.
12. *Call of papers* also can be intimated to [web@ssus.ac.in](mailto:web@ssus.ac.in) to publish in the University website.
13. The minimum participants for webinars shall be fixed as 20 and a maximum of 250 as in the case of state/national/international webinars.
14. The minimum duration of webinars shall be 90 minutes, if it is a single session webinar.
15. The honorarium for experts and resource persons shall be paid at the rate specified in the above mentioned guidelines for the conduct of seminars/workshops, etc
16. Procedures of seeking fund for the conduct of Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode will be as per the above mentioned university order.
17. Soft copies certificates can be issued for participation/ presentation/ chair/moderator etc.
18. The coordinator of the Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode may ensure audio quality and stable internet connection.
19. The service of IT section of the University shall be resorted, if necessary.

20. The coordinator shall ensure the active participation of the participants during the programme.
21. The Co-ordinator will be entrusted the full responsibility in the conduct of the programme.
22. A report of the programme along with the screen shots and recorded audio/video shall be send to the Registrar( [reg@ssus.ac.in](mailto:reg@ssus.ac.in)) and to IQAC ([iqac@ssus.ac.in](mailto:iqac@ssus.ac.in))
23. All Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode conducted adhering these regulations, will be considered as the programmes of the University and shall be equal to usual Academic Seminars /Workshops/ Guest Lecturers/ Extension Lectures and Sastrasadas.

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