



**GUIDELINES FOR CONDUCTING ACADEMIC EVENTS (NATIONAL AND INTERNATIONAL)
AND CULTURAL EVENTS AT AMET**

1. Approval from the University Authorities viz., Vice Chancellor is a must for organizing any kind of academic events and cultural events
2. Venue of the event, date, timing, guests to be invited and mode of resource generation are to be approved by the authorities
3. Proposal for the conduct of Academic Events shall be made only in the prescribed format (enclosed)
4. Similarly, reporting of the Event also shall be made in the prescribed format (enclosed)
5. Food or other materials will not be provided unless registration fee is collected from the participants.
6. Heads of Departments shall be responsible for organizing the Academic and Cultural Events
7. Departments may venture to conduct Academic Events jointly as well, with Government and non-governmental agencies, for which provision in the University budget would be enhanced.
8. Any International Event shall not be conducted for less than TWO days
9. There shall be an assurance for the participation of International delegates for International events
10. Appropriate approvals are to be obtained for inviting International delegates from the Ministry of External Affairs/Ministry of Home Affairs as applicable through proper channel
11. For every event, Organizing Committee has to be formed both at National and International Level with respect to the scope of the event. Every committee shall have Convener(s), Organizing Secretary (secretaries), Treasurer and Members
12. The HoDs have to submit the budget for the conferences in detail in the prescribed proforma available in the website at IQAC page
13. Felicitations with shawls and bouquets are not necessary; instead of that English version of Thirukkural Book may be offered.
14. The Vice-Chancellor and Guests are to be invited after arranging the Halls, stage and audience.
15. Invitation cards are to be given for printing after obtaining prior approval from the Vice-Chancellor
16. The Vice-Chancellor has made it very clear that only 80% of the budget only will be released and the remaining 20% will be released after submission of report and settling the accounts'
17. Money should not be collected from the students for conducting any events

18. Budget should not exceed the amount sanctioned for the following items:

S.No	Nature of Expenses	Sanctioned amount
1	Banners (2 nos only of Rs.2000/- each)	Rs.4000/-
2	Invitation printing	Rs.1000/-
3	Certificate printing	Rs.4000/-
4	Thirukkural books (maximum 7 nos only of Rs.500/- each)	Rs.3500/-
5	Memento (maximum 5 nos only of Rs.1500/- each)	Rs.7500/-
6	Brochure	Rs.7000/-

The expenditure to be involved for conducting such programs should not exceed the amount allocated in the Budget for each Department

19. The invitees list for these programs should be placed before the Vice-Chancellor and only on approval, they could be invited;
20. While printing the Invitation for such events, approval from the Vice-Chancellor must be obtained
21. Only two Flex Boards are permitted to be displayed, one on at the Entrance of the Campus and the other at the program venue as backdrop
22. The Inaugural and Valedictory Functions should be completed at the most within 30 minutes with the apportionment as follows –

Invocation	-	Two Minutes
Welcome Address	-	Three Minutes
Vice-Chancellor's address	-	Five Minutes
HOD address (Theme address)	-	Three Minutes
Chief Guest Address	-	Fifteen Minutes
Vote of Thanks	-	Two minutes

At the Functions like Inauguration and Valedictory, the number of dignitaries to be seated on the Dias, has to be restricted to four viz. (1) Vice-Chancellor OR Registrar, (2) Member(s) of the Management – Chancellor OR Pro Chancellor OR Senior Vice-President, (3) Chief Guest, and (4) the Head of the Department;

23. Each Department shall organize one International Conference for two days in a year and arrangements should be made in this regard within two months.
24. AMET will provide the following supports only
 - a. Halls, Photography, audio and projection supports
 - b. Tea/Coffee, Biscuits and water
 - c. Working lunch for the invited resource persons
25. Approved amount shall be solely utilized for the purpose of event organizing only
26. AMET will not provide any additional support or financial assistance other than the approved
27. Event reports, account settling, submitting of file to IQAC shall be completed within 15 days of the event
28. Raising of sponsors shall be made only with appropriate permission from Authorities
29. No other fund/sponsor raising activities shall be engaged other than those mentioned in the proposal and approved by the Authorities
30. All communications shall be made officially with due permission from Authorities