

Standard Operating Procedure (SOP) for Academic Activities

(w.e.f Academic Year 2026-2027)



JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA

(Deemed to be University under section 3 of UGC Act 1956)

A: Professional/ Faculty Development Programme (PDP/FDP)

1. **Aim:** The objective of the Faculty development program (PDP/FDP) programme is to enhance the teaching and other skills of the academicians to make them aware about contemporary technologies development, evolving theories and concepts, modern teaching tools and methodologies. PDP/FDP plays a very crucial role in promoting academic excellence and innovation.

PDP/FDP refers to a range of activities that are perceived to aid the academicians for improving their professional skills which are essential for carrying out their teaching, research or administrative activities

It provides an opportunity to acquire knowledge about current technological developments in relevant fields. It will not only promote the professional practices relevant to technical education but also motivates the faculty to achieve competitive teaching and learning environment, thus channelizing development with respect to personal, instructional, organizational and professional development.

Organizers of the programme are encouraged to keep some hands-on session/presentation sessions.

PDP/FDP programme has a narrowed and a focused theme.

2. **Methodology of conduction:** PDP/FDP may be conducted purely in Online or Offline mode. Hybrid mode may also be considered based on the nature of the deliverables. However there should not be any compromise on interactivity and learning should be measured using some interactive sessions on quizzes / presentations.
For a 6 days programme, one coordinator and /or 1-2 co-coordinators should conduct the events.
3. **Number of Professional/Faculty Development Programme of 6 days- 02 for CSE&IT and ECE and 01 for all other departments.**
4. **Number of sessions:**
Six days PDP/FDP should have at least 12 sessions of 2 hours each (Excluding Inauguration and valedictory sessions). There should be at least 2 sessions and 4 hours engagement per day.
5. **Number of Speakers:**
At most 2 speakers from outside JIIT (from NCR Region) and remaining from the JIIT itself should be the resource person. The resource person should be from prestigious academic institution or from relevant industry. One speaker should not conduct more than 2 sessions in the entire PDP/FDP programme.
6. **Duration and Eligibility:**
The duration of the programme must be 1 week (6 days) long, & should be conducted from Monday to Saturday. **PDP/FDP should be planned during summer/winter/mid semester breaks only.**
Only faculty members of AICTE/UGC affiliated institutions and Universities are eligible for attending the programme.

7. Number of Participants:

Maximum number of participants

- PDP/FDPs involving hands-on session: 45-60 (Offline or Online)
- PDP/FDPs based on personal, instructional, organizational development: 60 (Offline/Online)

Preferably 50% participants must be from outside JIIT irrespective of the mode.

8. Regularity, Attendance and Evaluation:

Although all registered participants must attend all the session, the certificate will be issued to those candidates only who will attend at least 80% sessions AND qualifies all the quizzes (or other type of evaluation strategy) conducted during the event.

Entire programme should be very interactive. Coordinator must ensure that there are some assignments, worksheets, quizzes and panel discussion type of activities regularly during the Event. **In the PDP/FDP brochure, the criteria for successful completion must be clearly mentioned. (For example: Candidate will be provided the certificate of completion only if he/she attend at least 80 % sessions, and secures minimum 70 % marks in all three quizzes conducted in PDP/FDP)**

9. Norms for honorarium to external speakers:

The honorarium payable to external speakers/resource persons for programmes conducted in online or offline mode, where registration fees are charged, shall be as per the approval from Honorable Pro Chancellor.

10. Registration fee:

If organizers decided to charge the fees from the participants, the registration fee for participants attending Faculty Development Programmes (PDP/FDPs) conducted in online, offline, or hybrid mode shall be as per the approval from Honorable Pro Chancellor.

If coordinator decides to keep higher amount of the registration fees, it should be properly justified based on the cost of equipments used, consumable, fee/price of simulator etc. For JIIT faculty, coordinator of the event will seek the sponsorship for University.

11. Submission of the completion report:

After the 1 week of the completion of the PDP/FDP, organizer must send the report of the event along with 4 Geo-tagged photographs in the university prescribed format. Report must have the details of the participants (Name, affiliation, email ids. Mobile number, issued certificate number). A group photograph having the picture of all participants and few speakers will add the value in the completion report.

Feedback collection: University has a predesigned form for the feedback from the participants. Coordinators must ensure to collect the as many feed back as possible at the end of the event. While reporting, coordinators should append 3-4 sample feedback along with the summery of the all feedback.

12. Certificates to candidates:

JIIT has provision of issue of e-certificate. Academic Activity Incharge must ensure to issue the certificate only after appending **the certificate number which is issued centrally**

by the department head or by **Prof. Alka Tripathi Program Officer IIIT-128 and Prof Sandeep Kumar Singh Program Officer IIIT-62**. Department must have a record of all the certificates issued for all the events conducted in the department.

Certificate to Participants & resource persons: **Authorized signatories: Event Coordinator and Head of the Department.**

Certificate to coordinators: **Authorized signatories: Head of the Department & Vice Chancellor.**

13. Approval of the Event:

Pro-Chancellor IIIT has nominated **Prof. Alka Tripathi Program Officer IIIT-128 and Prof Sandeep Kumar Singh Program Officer IIIT-62** who will send call/mail for proposal to all HODs and Associate HODs for sending the details of the academic activities (Event Title, Organizing Committee, Type of Event, Mode- Online, Offline or Hybrid, Start Date, End Date, Time, Venue, Target Audience for whom the event is intended and Event Coordinators etc), at the beginning of each academic year. Heads will send the proposal details to both the Program Officers. They will jointly prepare the University level calendar of all the activity proposals and will ensure to take the consolidated “**in principle**” approval by competent authority. After this approval, events planning may move ahead, and before 3-4 weeks of the events, another application will be sent by the coordinators (along with event brochure, mentioning all the speakers, sessions and other relevant details as per norms) through proper channel (**Head-> Program Officers -> Honorable Vice Chancellor-> Honorable Pro-Chancellor**), mentioning support needed from IIIT (financial and other logistics support). The final approval of the event will be provided on this application.

B: Professional/Staff Development Program (PDP/SDP)

1. **Aim:** The objective of a PDP/SDP is to enhance the professional and personal development of JIIT **non-teaching staff members**.

The staff members should be trained with contemporary technologies and/or skills so that they can adapt continuously to the changing circumstances.

It is an **in-house training** and development program. Organizers should provide hands-on sessions on current tools, technologies and/or practices to develop required skill-set among the staff members of JIIT.

PDP/SDP program may have both focused as well as a broader theme.

2. **Methodology of conduction:** PDP/SDP is to be conducted in purely Offline mode. There should not be any compromise on interactivity and learning should be measured using some interactive sessions on quizzes / presentations / practical demonstrations / project submissions.

For a 6 days program, one coordinator and /or 1-2 co-coordinators should conduct the events.

3. **Number of Professional/ Staff Development Programme - 02 for CSE&IT and ECE and 01 for all other departments. Staff development programme can be jointly organized by different departments. If two or more departments organise any event jointly, then count will be equally divided among the participating departments.**

4. **Number of sessions:**

A 6 days program should have at least 12 sessions of 2 hours each (Excluding Inauguration and valedictory sessions). There should be at least 2 sessions and 4 hours engagement per day.

5. **Number of Speakers:**

The resource person should be from JIIT only.

6. **Duration and Eligibility:**

Program should be planned during summer/winter/mid semester breaks only. 6 days program may be planned starting with Monday.

JIIT staff members are eligible for attending the program.

7. **Number of Participants:**

Maximum 30 participants are allowed for a program.

8. **Regularity, Attendance and Evaluation:**

Although all registered participants must attend all the session, the certificate will be issued to those candidates only who will attend at least 80% sessions AND obtains satisfactory scores in the evaluations (Quiz/demonstration etc.) conducted during the program.

Entire program should be very interactive. Coordinator must ensure that there are some assignments, worksheets, quizzes and panel discussion type of activities conducted

regularly during the Event. **In the PDP/SDP brochure, the criteria for successful completion must be clearly mentioned. (For example: Candidate will be provided the certificate of completion only if he/she attend at least 80 % sessions, and secures minimum 70% marks in all three quizzes conducted in PDP/SDP)**

9. Norms for honorarium to external speakers:

Not Applicable.

10. Registration fee:

No registration Fee.

11. Participants' Feedback:

On completion of the program, feedback from the participants is to be collected.

Submission of the completion report:

After the 1 week of the completion of the PDP/SDP, organizer must send the report of the event along with 4 Geo-tagged photographs in the university prescribed format. Report must have the details of the participants (name, affiliation, email ids, Mobile number, and issued certificate number) and summary of feedbacks received. A group photograph having the picture of all participants and few speakers will add the value in the completion report.

12. Certificates:

JIIT has provision of issue of e-certificate. Academic Activity Incharge must ensure to issue the certificate only after appending **the certificate number which is issued centrally by the department head or by Prof. Alka Tripathi Program Officer JIIT-128 and Prof Sandeep Kumar Singh Program Officer JIIT-62**. Department must have a record of all the certificates issued for all the events conducted in the department.

Certificate to Participants & resource persons: **Authorized signatories: Event Coordinator and Head of the Department.**

Certificate to coordinators: **Authorized signatories: Head of the Department & Vice Chancellor.**

13. Approval of the Event:

Pro-Chancellor JIIT has nominated **Prof. Alka Tripathi Program Officer JIIT-128 and Prof Sandeep Kumar Singh Program Officer JIIT-62 who** will send call/mail for proposal to all HODs and Associate HODs for sending the details of the academic activities (Event Title, Organizing Committee, Type of Event, Mode- Online, Offline or Hybrid, Start Date, End Date, Time, Venue, Target Audience for whom the event is intended and Event Coordinators etc), at the beginning of each academic year. Heads will send the proposal details to both the Program Officers. They will jointly prepare the University level calendar of the all the activity proposals and will ensure to take the consolidated **“in principle”** approval by competent authority. After this approval, events planning may move ahead, and before 3-4 weeks of the events, another application will be sent by the

coordinators (along with event brochure, mentioning all the speakers, sessions and other relevant details as per norms) through proper channel (**Head-> Program Officers -> Honorable Vice Chancellor-> Honorable Pro-Chancellor**), mentioning support needed from JIIT (financial and other logistics support) . The final approval of the event will be provided on this application.

C: Workshop

- 1. Aim:** The objective of a workshop is to teach new technologies and skills. It provides a platform to participants who are working in the similar field, where they can learn by discussion and/or performing practical works. Apart from learning it intends to create a sense of community or common purpose among its participants.

A workshop helps to discover solutions for various problems and explore ideas with peers/experts. A workshop can introduce a new concept, spurring participants to investigate it further on their own, or can demonstrate and encourage the practice of actual methods. Organizers should have hands-on sessions, as it offers participants a chance to try out new methods and fail in a safe situation. Feedback, from both the presenter and peers in the group, helps a participant understand what he/she can do to avoid failure in a real situation.

A Workshop program has a narrowed and a focused theme.

- 2. Methodology of conduction:** Workshop may be conducted in purely in Online or Offline mode. Hybrid mode may also be considered based on the nature of participation. However there should not be any compromise on interactivity and learning should be measured using some interactive sessions on quizzes / presentations / practical demonstrations / project submissions.

For a workshop, one coordinator and /or 1-2 co-coordinators should conduct the events.

- 3. Number of Workshops - 02 for CSE&IT and ECE and 01 for all other departments. If two or more departments organize any event jointly, then count will be equally divided among the participating departments.**

- 4. Number of sessions:**

There should be at least 2 sessions and 4 hours engagement per day.

- 5. Number of Speakers:**

At most 1 speaker from outside JIIT (from NCR Region) and remaining from the JIIT itself should be the resource person. The resource person should be from prestigious academic institution or from relevant industry.

- 6. Duration and Eligibility:**

Workshop of 1-2 days may be planned during academic sessions without disturbing any other academic activities.

Faculty members of AICTE/UGC affiliated institutions and Universities, Industry personnel, PhD scholars, and PG students are eligible for attending the program.

- 7. Number of Participants:**

Number of participants can be 30-45.

Preferably 50% participants must be from outside JIIT irrespective of the mode.

8. Regularity, Attendance and Evaluation:

Although all registered participants must attend all the session, the certificate will be issued to those candidates only who will attend at least 80% sessions AND obtains satisfactory scores in the evaluations (Quiz/demonstration etc.) conducted during the program.

Entire program should be very interactive. Coordinator must ensure that there are some assignments, worksheets, quizzes and panel discussion type of activities conducted regularly during the Event. **In the Workshop brochure, the criteria for successful completion must be clearly mentioned. (For example: Candidate will be provided the certificate of completion only if he/she attend at least 80 % sessions, and secures minimum 70% marks in all three quizzes conducted in Workshop)**

9. Norms for honorarium to external speakers:

The honorarium payable to external speakers/resource persons for programmes conducted in online or offline mode, where registration fees are charged, shall be as per the approval from Honorable Pro Chancellor.

10. Registration fee:

If organizers decided to charge the fees from the participants, the registration fee for participants attending Workshops conducted in online, offline, or hybrid mode shall be as per the approval from Honorable Pro Chancellor.

If coordinator decides to keep higher amount of the registration fees, it should be properly justified based on the cost of equipments used, consumable, fee/price of simulator etc. For JIIT faculty, coordinator of the event will seek the sponsorship for University.

11. Participants' Feedback:

University has a predesigned form for the feedback from the participants. Coordinator must ensure to collect the as many feed back as possible at the end of the event. While reporting, coordinator should append 3-4 sample feedback along with the summery of the all feedback.

Submission of the completion report:

After the 1 week of the completion of the Workshop, organizer must send the report of the event along with 4 Geo-tagged photographs in the university prescribed format. Report must have the details of the participants (name, affiliation, email ids, Mobile number, and issued certificate number) and summary of feedbacks received. A group photograph having the picture of all participants and few speakers will add the value in the completion report.

12. Certificates:

JIIT has provision of issue of e-certificate. Academic Activity Incharge must ensure to issue the certificate only after appending **the certificate number which is issued centrally by the department head or by Prof. Alka Tripathi Program Officer JIIT-128 and Prof Sandeep Kumar Singh Program Officer JIIT-62.** Department must have a record of all the certificates issued for all the events conducted in the department.

Certificate to Participants & resource persons: **Authorized signatories:** Event Coordinator and Head of the Department.

Certificate to coordinators: **Authorized signatories:** Head of the Department & Vice Chancellor.

13. Approval of the Event:

Pro-Chancellor JIIT has nominated **Prof. Alka Tripathi Program Officer JIIT-128 and Prof Sandeep Kumar Singh Program Officer JIIT-62** who will send call/mail for proposal to all HODs and Associate HODs for sending the details of the academic activities (Event Title, Organizing Committee, Type of Event, Mode- Online, Offline or Hybrid, Start Date, End Date, Time ,Venue, Target Audience for whom the event is intended and Event Coordinators etc), at the beginning of each academic year. Heads will send the proposal details to both the Program Officers. They will jointly prepare the University level calendar of the all the activity proposals and will ensure to take the consolidated “**in principle**” approval by competent authority. After this approval, events planning may move ahead, and before 3-4 weeks of the events, another application will be sent by the coordinators (along with event brochure, mentioning all the speakers, sessions and other relevant details as per norms) through proper channel (**Head-> Program Officers -> Honorable Vice Chancellor-> Honorable Pro-Chancellor**), mentioning support needed from JIIT (financial and other logistics support). The final approval of the event will be provided on this application.

D: Short Term Course (STC)/Summer School (SS)/Winter school (WS)/ Teacher Enrichment Workshop(TEW)

1. **Aim:** The objective of a STC/SS/WS/TEW is to enable the participants to gain a specialized skill in a short duration which could act as a top up to their existing skill set or in gaining a complementary skill.
 - a. While selecting the scope of the short term course, organizers must ensure that it offers a competitive edge, and helps meet the specific needs and existing gaps in the research and development.
 - b. Organizers are encouraged to have hands-on sessions.
 - c. *A STC/SS /WS/TEW program has a focused theme.*
2. **Methodology of conduction:** STC/SS /WS/TEW may be conducted purely in Online or Offline mode. Hybrid mode may also be considered based on the nature of participation. However, there should not be any compromise on interactivity and learning should be measured using some interactive sessions on quizzes / presentations / practical demonstrations / project submissions. For a 10-12 days program, one coordinator and /or 2-3 co-coordinators should conduct the events.
3. **Number of Summer School/Teacher Enrichment Workshop/ Short Term courses of 10-12 days-02 for CSE/IT and ECE and 01 for all other departments. FDP**
4. **Number of sessions:**

A 10-12 days program should have at least 24 sessions of 2 hours each (Excluding Inauguration and valedictory sessions). There should be at least 2 sessions and 4 hours engagement per day.
5. **Number of Speakers:**

At most 3 speakers from outside IIIT and remaining from the IIIT itself should be the resource person. The resource person should be from prestigious academic institution or from relevant industry.
6. **Duration and Eligibility:**

Program should be planned during summer/winter/mid semester breaks only. 10-12 days program may be planned starting with Monday.

Faculty members of AICTE/UGC affiliated institutions and Universities, Industry personnel, PhD scholars, and PG students are eligible for attending the program.
7. **Number of Participants:**

Maximum number of participants

 - a. STC/SS /WS/TEW involving hands-on session: 45-60 (Offline or Online)
 - b. STC/SS /WS/TEW based on personal, instructional, organizational development: 60 (Offline/Online)
 - c. Preferably 50% participants must be from outside IIIT irrespective of the mode.

8. Regularity, Attendance and Evaluation:

Although all registered participants must attend all the session, the certificate will be issued to those candidates only who will attend at least 80% sessions AND obtains satisfactory scores in the evaluations (Quiz/demonstration etc.) conducted during the program.

Entire program should be very interactive. Coordinator must ensure that there are some assignments, worksheets, quizzes and panel discussion type of activities conducted regularly during the Event. **In the brochure, the criteria for successful completion must be clearly mentioned. (For example: Candidate will be provided the certificate of completion only if he/she attend at least 80 % sessions, and secures minimum 70% marks in all three quizzes conducted in STC/SS /WS/TEW).**

9. Norms for honorarium to external speakers:

The honorarium payable to external speakers/resource persons for programmes conducted in online or offline mode, where registration fees are charged, shall be as per the approval from Honorable Pro Chancellor.

10. Registration fee:

If organizers decided to charge the fees from the participants, the registration fee for participants attending Short Term Course (STC)/Summer School (SS)/Winter school (WS) conducted in online, offline, or hybrid mode shall be as per the approval from Honorable Pro Chancellor.

If coordinator decides to keep higher amount of the registration fees, it should be properly justified based on the cost of equipments used, consumable, fee/price of simulator etc.

For IIIT faculty, coordinator of the event will seek the sponsorship for University.

11. Participants' Feedback:

University has a predesigned form for the feedback from the participants. Coordinator must ensure to collect the as many feeds back as possible at the end of the event. While reporting, coordinator should append 3-4 sample feedback along with the summery of the all feedback.

Submission of the completion report:

After the 1 week of the completion of the STC/SS/WS, organizer must send the report of the event along with 4-8 Geo-tagged photographs in the university prescribed format. Report must have the details of the participants (name,

affiliation, email ids, Mobile number, and issued certificate number) and summary of feedbacks received. A group photograph having the picture of all participants and few speakers will add the value in the completion report.

12. Certificates:

JiIT has provision of issue of e-certificate. Academic Activity Incharge must ensure to issue the certificate only after appending **the certificate number which is issued centrally by the department head or by Prof. Alka Tripathi Program Officer JiIT-128 and Prof Sandeep Kumar Singh Program Officer JiIT-62**. Department must have a record of all the certificates issued for all the events conducted in the department.

Certificate to Participants & resource persons: **Authorized signatories: Event Coordinator and Head of the Department.**

Certificate to coordinators: **Authorized signatories: Head of the Department & Vice Chancellor.**

13. Approval of the Event:

Pro-Chancellor JiIT has nominated **Prof. Alka Tripathi Program Officer JiIT-128 and Prof Sandeep Kumar Singh Program Officer JiIT-62 who** will send call/mail for proposal to all HODs and Associate HODs for sending the details of the academic activities (Event Title, Organizing Committee, Type of Event, Mode- Online, Offline or Hybrid, Start Date, End Date, Time ,Venue, Target Audience for whom the event is intended and Event Coordinators etc), at the beginning of each academic year. Heads will send the proposal details to both the Program Officers. They will jointly prepare the University level calendar of the all the activity proposals and will ensure to take the consolidated **“in principle”** approval by competent authority. After this approval, events planning may move ahead, and before 3-4 weeks of the events, another application will be sent by the coordinators (along with event brochure, mentioning all the speakers, sessions and other relevant details as per norms) through proper channel **(Head-> Program Officers -> Honorable Vice Chancellor-> Honorable Pro-Chancellor)**, mentioning support needed from JiIT (financial and other logistics support). The final approval of the event will be provided on this application.

E. International Conference:

1. **Aim:** The objective of the International Conference is to provide international forum and exposure to researchers, to share and express their research ideas and experimental work. It opens up the door for collaborative works and peer to peer interaction. A faculty member, Students, research scholars and authors from various institutions come together as well as interact with very eminent professors and stalwart during an International conference. It also adds value in the department research environments. All UG, PG and Ph.D. scholars get several benefits by attending international conferences.

International Conference *themes may belong to a futuristic vision as well as towards recent advancements/ trends in respective domain and current aspects of science, engineering, humanities or management.*

2. **Methodology of conduction:** International Conference may be conducted purely in Online or in Offline mode. Hybrid mode may also be considered based on the nature of the deliverables. However there should not be any compromise on interactivity and learning in case of online/ hybrid mode.

For an International Conference, 1-2 General co-chair, 1-2 organizing secretaries, and large numbers of teams to handle various tasks like website, publicity, publication, sessions management, registration, proceeding in-charge, reviewers etc are required.

All teams must have a fair representation of international peers.

A good International conference has papers submissions from **more than 10 countries**, and TPC and other key organizing members from **more than 3 countries**.

Duration: It may be a 2-3 days long event.

3. **Number of International /National Conferences - 02 for CSE&IT and ECE and 01 for all other departments. If two or more departments organize any event jointly, then count will be equally divided among the participating departments.**
4. **Number of sessions:** Number of sessions depends upon the number of papers & poster presentations and number of keynotes/ invited talks. Each keynote/invited talk session may span for 1-1.15 hours, and technical papers/poster presentation session may be from 1 Hr to 1.30 hours duration, having 5-6 papers to be presented under the arrangement of a chosen Session manager.

Department should target to attract minimum 300 papers submissions, and with a respectable acceptance rate (<30%) nearly 90-100 papers should be presented orally, apart from another invited talks/ workshops/project exhibition etc.

Therefore organizer may plan to run 3-4 parallel sessions, and number of technical session will be around 15 to 20.

5. **Number of Speakers: About 4 speakers from India/Abroad**

Honorarium for Keynote speakers, and other financial support must be discussed with competent authority, well before launching the website and CFP.

- 6. Registration:** Approval of the Registration fees will be given by the competent authority on case to case basis. Organizer must take prior approval from the competent authority regarding registration fees and its policy before launching the website and Call for paper.

7. Budget:

Conference Budget Approval will be as per the approval from Honorable Pro Chancellor on case to case basis. Heads/ Convener/GC are requested to take the approval of conference budget well before the event by clearly indicating the expected income and expenditure.

- 8. Review Process & Proceedings:** Organizer must ensure that all papers are plagiarism free and all ethical practices and policies are to be applied in the review process.
- No paper of IIIT authors will be reviewed by a IIIT TPC members.
 - Review process must be blind.
 - Each paper must be reviewed by at least 2 reviewers.

Proceeding should be indexed in reputed databases like Scopus. Tie up for publishing the extended version of the paper with some SCI/ESCI/SCIE/SCOPUS journals is encouraged.

9. Submission of the completion report:

After the 1-2 week of the completion of the conference, organizer must send the report of the event along with 15-20 Geo-tagged photographs in the university prescribed format. Photographs must highlight the important sessions like inauguration session, keynote session, & participants from abroad etc.

Report must have the details of the registered participants (Name, affiliation, email ids. Mobile number, issued certificate number). A group photograph having the picture of all participants and few speakers will add the value in the completion report.

Feedback collection: University has a predesigned form for the feedback from the participants. Coordinator must ensure to collect the as many feed back as possible at the end of the event. While reporting, coordinator should append 3-4 sample feedback along with the summery of the all feedback.

10. Certificates to participants:

IIIT has provision of issue of e-certificate. Academic Activity In charge must ensure to issue the certificate only after appending **the certificate number which is issued centrally by the department head or by Prof. Alka Tripathi Program Officer IIIT-128 and Prof**

Sandeep Kumar Singh Program Officer IIIT-62. Department must have a record of all the certificates issued for all the events conducted in the department.

Certificate to Participants & resource persons: **Authorized signatories: Event Coordinator and Head of the Department.**

Certificate to coordinators: **Authorized signatories: Head of the Department & Vice Chancellor.**

11. Approval of the Event:

Pro-Chancellor IIIT has nominated **Prof. Alka Tripathi Program Officer IIIT-128 and Prof Sandeep Kumar Singh Program Officer IIIT-62 who** will send call/mail for proposal to all HODs and Associate HODs for sending the details of the academic activities (Event Title, Organizing Committee, Type of Event, Mode- Online, Offline or Hybrid, Start Date, End Date, Time ,Venue, Target Audience for whom the event is intended and Event Coordinators etc), at the beginning of each academic year. Heads will send the proposal details to both the Program Officers. They will jointly prepare the University level calendar of the all the activity proposals and will ensure to take the consolidated **“in principle”** approval by competent authority. After this approval, events planning may move ahead, and before 3-4 weeks of the events, another application will be sent by the coordinators (along with event brochure, mentioning all the speakers, sessions and other relevant details as per norms) through proper channel **(Head-> Program Officers -> Honorable Vice Chancellor-> Honorable Pro-Chancellor)**, mentioning support needed from IIIT (financial and other logistics support). The final approval of the event will be provided on this application.

F. Management Development Programs (MDP)

Management Development Programs are designed to enhance the competencies of individuals, groups and organization for performance improvement, culture sensitization and improvement of organizational performance. The aim of the Management development Programs is to equip entry level, middle or senior level executives with the knowledge, skills and attitudes to perform effectively in a dynamic business, regulatory, economic, sociological and political environment.

The main objectives of the program are to:

- Improve decision making abilities.
- Develop succession plans and leadership skills
- Develop in the participants strategic planning skills.
- Improve interpersonal skills and develop team building skills
- Provide Personal Development and wellness programs for mental and physical health
-

The MDP serves to address a specific purpose and participant focused approach to learning managerial skills.

- 1. Methodology of conduction:** MDP may be conducted purely in Online or Offline mode. Hybrid mode may also be considered based on the nature of the deliverables. However there should not be any compromise on interactivity and learning should be measured using some interactive sessions.
A 6 days programme will have one coordinator and /or 1-2 co-coordinators should conduct the events.
- 2. Number of sessions:**
Maximum of 4 sessions per day with each session of one and half hour's duration.
- 3. Number of Experts::**
There should be two to three experts conducting sessions in the program depending upon the duration of the program. There should be a good mix of Internal and external experts. Minimum 50% experts should be from JBS/JIIT.
- 4. Duration and Eligibility:**
The duration of the programme should be from 6 days. The eligibility will be decided by the program coordinator keeping in view the management cadre for which the program is designed.
- 5. Number of Participants:**
Number of participants may range from 20-25 in physical mode. In online it should not be more than 35.
- 6. Regularity, attendance and Evaluation:**
Although all registered participants must attend all the session, the certificate will be issued to those candidates only who will attend at least 80% sessions AND qualifies all the quizzes (or other type of evaluation strategy) conducted during the events. The assessment of learning will be dependent upon the purpose of the program.

7. Registration fee:

If organizers decided to charge the fees from the participants, the registration fee for participants attending the MDP conducted in online, offline, or hybrid mode shall be as per the approval from Honorable Pro Chancellor.

If coordinator decides to keep higher amount of the registration fees, it should be properly justified based on the cost of equipments used, consumable, fee/price of simulator etc.

8. Submission of the completion report:

After the 1 week of the completion of the MDP, organizer must send the report of the event along with 4 Geo-tagged photographs in the university prescribed format. Report must have the details of the participants (Name, affiliation, email ids. Mobile number, issued certificate number). A group photograph having the picture of all participants and few speakers will add the value in the completion report.

9. Feedback collection: University has a predesigned form for the feedback from the participants. Coordinator must ensure to collect the as many feed back as possible at the end of the event. While reporting, coordinator should append 3-4 sample feedback along with the summery of the all feedback.

10. Certificates to candidates:

JIIT has provision of issue of e-certificate. Academic Activity Incharge must ensure to issue the certificate only after appending **the certificate number which is issued centrally by the department head or by Prof. Alka Tripathi Program Officer JIIT-128 and Prof Sandeep Kumar Singh Program Officer JIIT-62**. Department must have a record of all the certificates issued for all the events conducted in the department.

Certificate to Participants & resource persons: **Authorized signatories: Event Coordinator and Head of the Department.**

Certificate to coordinators: **Authorized signatories: Head of the Department & Vice Chancellor.**

11. Approval of the Event:

Pro-Chancellor JIIT has nominated **Prof. Alka Tripathi Program Officer JIIT-128 and Prof Sandeep Kumar Singh Program Officer JIIT-62 who** will send call/mail for proposal to all HODs and Associate HODs for sending the details of the academic activities (Event Title, Organizing Committee, Type of Event, Mode- Online, Offline or Hybrid, Start Date, End Date, Time, Venue, Target Audience for whom the event is intended and Event Coordinators etc), at the beginning of each academic year. Heads will send the proposal details to both the Program Officers. They will jointly prepare the University level calendar of the all the activity proposals and will ensure to take the consolidated **“in principle”** approval by competent authority. After this approval, events planning may move ahead, and before 3-4 weeks of the events, another application will be sent by the

coordinators (along with event brochure, mentioning all the speakers, sessions and other relevant details as per norms) through proper channel (**Head-> Program Officers -> Honorable Vice Chancellor-> Honorable Pro-Chancellor**), mentioning support needed from JIIT (financial and other logistics support). The final approval of the event will be provided on this application.

H: Invited talks

- Such event may be planned any time during the session without affecting other academic activities/events. It should not overlap with any examination.
- It should be planned in such a way so that maximum number of targeted faculty members may attend with minimum damage to the classes.
- Report must be submitted like all the above events with 1-2 photographs and few feedback forms.
- **Maximum Number of Expert Lecture/ Guest lecture/Invited Talk/Seminar- 01 in a month for all departments.**

Approval of the Event:

Pro-Chancellor JIIT has nominated **Prof. Alka Tripathi Program Officer JIIT-128 and Prof Sandeep Kumar Singh Program Officer JIIT-62** who will send call/mail for proposal to all HODs and Associate HODs for sending the details of the academic activities (Event Title, Organizing Committee, Type of Event, Mode- Online, Offline or Hybrid, Start Date, End Date, Time ,Venue, Target Audience for whom the event is intended and Event Coordinators etc), at the beginning of each academic year. Heads will send the proposal details to both the Program Officers. They will jointly prepare the University level calendar of the all the activity proposals and will ensure to take the consolidated “**in principle**” approval by competent authority. After this approval, events planning may move ahead, and before 3-4 weeks of the events, another application will be sent by the coordinators (along with event brochure, mentioning all the speakers, sessions and other relevant details as per norms) through proper channel (**Head-> Program Officers -> Honorable Vice Chancellor-> Honorable Pro-Chancellor**), mentioning support needed from JIIT (financial and other logistics support). The final approval of the event will be provided on this application.

Other Important Notes:

1. Certificate numbers nomenclature:

a) Dept name\ first letter of event- YYYY\ 001...

For example, if CSE&IT is conducting a PDP/FDP on machine learning and data mining in Jan 2027, the certificate number series will be:

CSE-62\PDP/FDPMLDM-2027\001onwards

CSE-128\PDP/FDPMLDM-2027\001onwards

CSE\PDP/FDPMLDM-2027\001onwards (if it's a combined event)

Keeping the record of all such certificates issued during a year will be the responsibility of the Dept's Head.

b) Certificate numbers nomenclature issued centrally by IIIT authority to event organizers

For example, if CSE&IT is conducting a PDP/FDP on machine learning and data mining in Jan 2027, the certificate number series will be:

IIITAA-62\CSE\PDP/FDPMLDM-2027\001onwards

IIITAA-128\CSE\PDP/FDPMLDM-2027\001onwards

IIITAA\CSE\PDP/FDPMLDM-2027\001onwards (if it's a combined event)

Keeping the record of all such certificates issued during a year will be the responsibility of the Program Officer

2. Overlap among the various parallel events:

International and national conferences cannot run in parallel. It shall be the responsibility of the Program Officer to cater this norm & ensure that there is no overlap.

However, other events PDP/FDP, workshops, STC, SS, WS, MDP etc. of various department may run in parallel. (until the maximum participants number <100). If for online events, dept is planning to manage more than 100 participants and need university login of GSuite to manage up to 250 participants, then they should first seek the permission from Program Officer to refer the booking of slots to avoid the overlap.

3. Apart from PDP/SDPs, No Event should run in parallel to examinations.
4. Even if, "in-principle" approval has been given, an event may be retracted by the University authorities if at later stage it is found that norms are not being followed.