

Organizing and documenting Research, Innovation, Skill enhancement, Entrepreneurial (RISE) Events

(RISE Events include Conferences, Faculty Development Programs (FDPs), Symposia, Seminars organized for Faculty Members)

For any communication related to RISE events email at CU.RISE@CHITKARA.EDU.IN

To help the members of Chitkara University, Punjab, in organizing and maintaining the documentary evidence for RISE events, a standard procedure has been laid.

Step 1: The departments/ schools/ colleges in Chitkara University will prepare their event calendar in the format. The calendar is to be submitted latest by first week of December of the current year for the RISE events scheduled in next calendar year. For conferences calendar is to be shared for next two years *(eg. event calendar for Calendar Year 2023 and conference calendar for 2023 and 2024 is to be shared latest by 7th Dec, 2022, in the format specified on page 2, the softcopy of the same will be shared by last week of November)*

Step 2: In case of multiple events on same dates, the rescheduling will be done after discussion with all concerned. The final RISE event calendar will be shared latest by 30th December. The dates once finalized are to be followed stringently for effective planning and execution.

Step 3: For any event being planned under RISE category, standard operating procedure (SOP) detailed below is to be followed. The annexures mentioned in the SOP has been detailed in this document itself. The softcopy of the same will be provided to all. For the collaborative events *(collaboration among departments/ colleges/ schools of the University)*, multiple names may be specified in annexures wherever required.

Please refer to Index below for formats in this document.

Document	Page Nos.
RISE Event Calendar Format	2
SOP for organizing RISE Events	3
Annexure A	4-5
Annexure B	6-9
Annexure C	10-12
Annexure D	13-16

For any clarification, Dr. Meenu Khurana may be approached at (cu.rise@chitkara.edu.in)

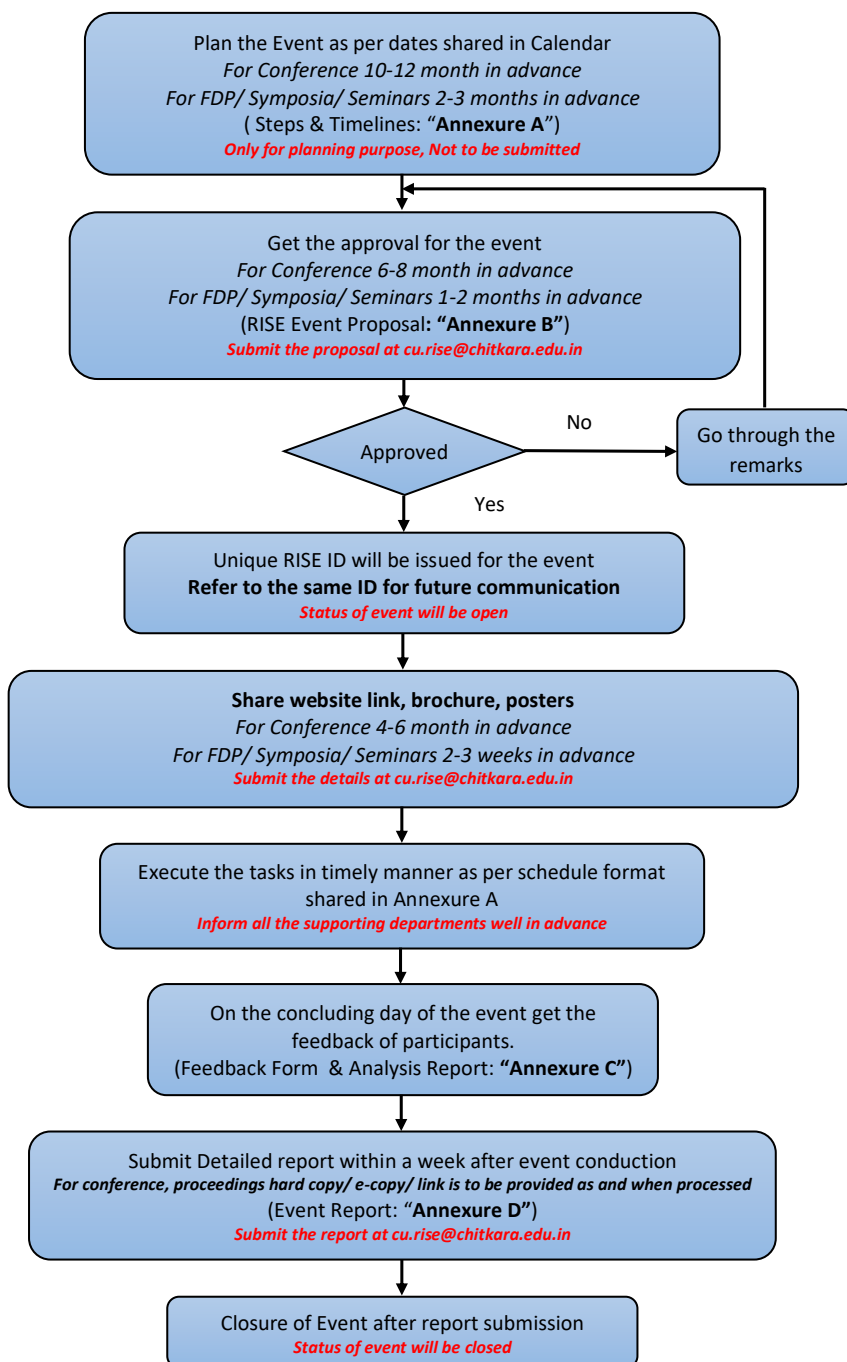
[illegible]

Note: The soft copy of the same will be shared by end of November every year for calendar of next year. The drop down lists will be visible in the soft copy.

SOP for organizing Research Innovation Skill enhancement, Entrepreneurial Events (RISE)

RISE Events include Conferences, Faculty Development Programs (FDPs), Symposia, Seminars organized for faculty members

All communications to be done at CU.RISE@CHITKARA.EDU.IN



Note: All submissions/ communication is to be done at cu.rise@chitkara.edu.in by specifying the allocated RISE Event ID in the subject after event is approved.

Annexure A
Tasks and Timelines for Organizing an Event
(Only for planning purpose, NOT to be submitted)

Type of Event:	Conference <input type="checkbox"/>	FDP <input type="checkbox"/>	Symposium <input type="checkbox"/>	Seminar <input type="checkbox"/>
Event Title:				
Event Dates:				

Tasks/ Sub Tasks	Start Date	End Date
1. Getting Started: Conference: 10-12 months in advance FDP/ Symposium/ Seminar: 2-3 months in advance		
<ul style="list-style-type: none"> Setting up goals/ objectives, deciding theme and takeaways 		
<ul style="list-style-type: none"> Approaching professional societies/ organizations for collaboration 		
<ul style="list-style-type: none"> Deciding dates and venue 		
<ul style="list-style-type: none"> Setting the budget 		
2. Planning: Conference: 8-10 months in advance FDP/ Symposium/ Seminar: 1-2 months in advance		
<ul style="list-style-type: none"> Seeking approval for the event (<i>format as per Annexure B</i>) 		
<ul style="list-style-type: none"> Formation of Committees # 		
<ul style="list-style-type: none"> Finalizing Chief Guest/ Speakers/ Experts for Invited Tasks 		
<ul style="list-style-type: none"> Search for sponsors/ funding agencies 		
<ul style="list-style-type: none"> Finalizing publishers for proceedings (<i>wherever applicable</i>) 		
3. Promotions & Publicity: Conference: 4-6 months in advance FDP/ Symposium/ Seminar: 2-3 weeks in advance		
<ul style="list-style-type: none"> Building a website (<i>only for conference</i>) 		
<ul style="list-style-type: none"> Preparing a brochure and posters 		
<ul style="list-style-type: none"> Publicity through emails, social media channels, google ads 		
4. Final Planning: Conference: 1-4 months in advance FDP/ Symposium/ Seminar: 1-2 weeks in advance		
<ul style="list-style-type: none"> Promotion of the event 		
<ul style="list-style-type: none"> Drafting a schedule 		
<ul style="list-style-type: none"> Reminders for registration 		
<ul style="list-style-type: none"> Vendors & sponsors information on website 		
<ul style="list-style-type: none"> Communication to authors for registration 		
<ul style="list-style-type: none"> Identify Session Chairs/ Co-Chairs/ Coordinators 		
<ul style="list-style-type: none"> Designing certificates, trophies, deciding about awards 		
5. Execution Plan: Conference: 1 week prior FDP/ Symposium/ Seminar: 1-2 days in advance		
<ul style="list-style-type: none"> Final Reminders to all the stakeholders 		
<ul style="list-style-type: none"> Final rundown with members of organizing committees & volunteers 		
6. Post Event: Conference: Within a week or beyond after event conduction FDP/ Symposium/ Seminar: within a week after the event		
<ul style="list-style-type: none"> Feedback (<i>format as per Annexure C</i>), sharing the resources with participants (<i>eg. videos, ppts, images, certificates</i>) 		
<ul style="list-style-type: none"> Report of the event (<i>format as per Annexure D</i>) 		
<ul style="list-style-type: none"> Follow-up with authors for camera ready papers and with 		

To keep the uniformity at the University Level the committees for the RISE events should be proposed in the following pattern:

A. For Conference:

- | | | |
|------|-------------------------|---|
| i. | Patron | : Chancellor, Pro- Chancellor |
| ii. | Co-Patron | : Vice Chancellor |
| iii. | Organizing Chairman | : Dean/ Director of respective departments/ schools |
| iv. | Organizing Secretary(s) | : Faculty Member of the department/ school (Max 2) |
| v. | Treasurer | : Faculty Member of the department/ school |
| vi. | Organizing Committee(s) | : Faculty Members of the department/ school |
| vii. | Advisory Committee | : Experts from Academia/ Research/ Industry |

B. For National/ International Level FDP/ Symposium/ Seminar:

- | | | |
|------|--|---|
| i. | Patron | : Vice Chancellor |
| ii. | Organizing Chairman | : Dean/ Director of respective departments/ school |
| iii. | Convenor | : Faculty Member of the department/ school |
| iv. | Coordinator | : Faculty Member(s) of the department/ school (Max 2) |
| v. | Treasurer | : Faculty Member of the department/ school |
| vi. | Organizing Committee(s)(<i>if needed</i>): | Faculty Members of the department/ school |

Annexure B**Proposal for Organizing RISE Event**

(to be submitted at cu.rise@chitkara.edu.in, for conference 6-8 months, for FDP/ Symposium/ Seminar 1-2 months prior to the event date)

1. Name of the Department/ College/ School: _____

2. Name of Dean/ Director: _____

3. Name and contact details of Convenor: _____

4. Type of Event: Conference ☐ FDP ☐ Symposium ☐ Seminar ☐

5. Event Scope: University ☐ State ☐ National ☐ International ☐

6. Event Dates (DD/MM/YY): From _____ to _____

7. Mode of Conduction: Online ☐ Offline ☐ Hybrid ☐

8. Theme & Title: _____

9. Areas & Tracks to be covered: _____

10. Aim & Objective: (maximum 70 words): _____

11. Learning Outcomes: (maximum 70 words): _____

12. Target Audience: _____

(Pts 13-16 are only for conferences and Symposia, specify pts. 14-15 in case answer to pt. 13 is Yes)

13. **Flagship/ Revolving Conference/ Symposia:** Yes ☐ No ☐

14. **Edition of Conference:** _____ **Year of Last Edition:** _____

15. **Website of previous edition of Conference:** _____

16. **Important dates:**

Paper Submission Deadline	
Final Acceptance Notification	
Submission of Camera-Ready	
Registration Deadline	

17. **Day-wise Schedule of the Event:** *(Additional rows may be added if required)*

Day	Date	Session Details	Timings	Resource Persons
1	20-Feb-2022	Keynote Session	9.30am to 10.00am	Dr. XXX

Note: The data filled in the table is sample data.

18. **Chief Guest/ Guest of Honor/ Speakers/ Experts:** *(Additional rows may be added if required)*

S.No.	Name	Title	Organization	Role (Chief guest/Speaker etc.)

19. **Preliminary budget with estimated income and expenditure under various heads:**

Income		Expenditure	
Sources	Amount (in Rs.)	Heads	Amount (in Rs.)
Funding Amount [Name(s) of Funding Agency]		Pre-Event Expenditure (Brochures, Posters, Postages, Local Travelling, etc.) ^[2]	
Registration Fee ^[1]		Travel Allowance (For experts, Keynote Addresses, Session Chairs etc.)	
Sponsorship Amount [Name of Sponsors]		Accommodation (For experts invited for Invited Talks, Keynote Addresses, Session Chair, etc.)	
		Honorarium (For experts invited for Invited Talks, Keynote Addresses, Session Chairs, etc.) ^[3]	
		Conference Kit (Bag, Pen, Notepad) and other Stationary ^[4]	
		Lunch, Snacks and Tea ^[5]	
		Misc. like Branding: Backdrops, Banners, Decoration, Mementos, Prizes for best papers, photographers, local travel cost for delegates ^[6]	
		Cost of Publishing and collaboration with Professional society/ Organization	
Total		Total	

Note: For tentative costs [1] – [6] please refer to Annexure B1.

Proposal Submitted By:

Name: _____

Signature: _____

Designation: _____

Email ID: _____

Mobile: _____

Date: _____

Name of Head of the Department/ College/ School: _____

Signature: _____

-----**For Office Use**-----**Approval Status:** Approved ☐ Needs Revision ☐ Not Approved ☐**Comments (only in case of revision or non-approval):** _____

Event ID allocated: (YYYY<Event Type>XXX): _____**Names & Signatures of Approver:**

Name: _____

Signature: _____

Date of Review: _____

Annexure B1: Tentative Costs

Note: This data is for reference to prepare preliminary budget to be filled in Annexure B. The amounts under various heads below are in close approximation to the actuals.

[1] Registration Fee (variation of 20% in the fee is permissible):

	Conference		e-Conference	
Description	International	National	International	National
Participants from Academia/R&D	Rs. 5000, (USD 200) for foreign delegates	Rs. 2000	Rs. 2000, (USD 80) for foreign delegates	Rs. 1000
Participants from Industry	Rs. 8000, (USD 250) for foreign delegates	Rs. 4000	Rs. 3000, (USD 100) for foreign delegates	Rs. 2000
Students	Rs. 2000, (USD 100) for foreign delegates	Rs. 1000	Rs. 1000, (USD 50) for foreign delegates	Rs. 500
Attendee/ listener	Rs. 1500, (USD 75) for foreign delegates	Rs. 700	Rs. 500, (USD 25) for foreign delegates	Rs. 300

	FDP (5 days)/ Seminar/ Symposia		e-FDP (5 days)/ Seminar/ Symposia	
Description	International	National	International	National
Participants from Academia/R&D	Rs. 1000; (USD 50) for foreign delegates	Rs. 500	Rs. 500; (USD 10) for foreign delegates	Rs. 300
Participants from Industry	Rs. 3000 (USD 100) for foreign delegates	Rs. 1500	Rs. 1500 (USD 30) for foreign delegates	Rs. 800
Students	Rs. 800 (USD 20) for foreign delegates	Rs. 400	Rs. 400 (USD 10) for foreign delegates	Rs. 200

Note: Concession in registration fee can be given to members of collaborating professional society/ sponsors organization. Registration fee for 2 days FDP can be taken as half of the above fee or it can be free of cost in case of funding received.

[3] Honorarium (to experts for Invited Talks, Keynote Addresses, Session Chairs, etc.)

Speakers/ Experts	Honorarium
International Speakers	8000/-
Speakers from India	4000/-
Session Chairs	4000/-

Heads	Cost Details
[2] Pre-Event Expenditure (Brochures, Posters, Postages, Local Travelling, etc.):	Brochure Designing and Printing (100 Copies) : Rs. 500
[4] Conference Kit (Bag, Pen, Notepad) and other Stationary	Cost per kit: Rs. 500
[5] Lunch, Snacks and Tea (per person/ per meal)	<ul style="list-style-type: none"> Lunch/ Dinner: Rs. 500 High Tea: Rs. 200 Regular Tea: Rs. 50
[6] Branding: Backdrops, Banners, Photography:	<ul style="list-style-type: none"> Auditorium Backdrop banner: Rs. 12,000 Flex Cost: Rs. 15 per square feet

Annexure C

Feedback Form

(Only for reference, NOT to be submitted)

Event Title: _____

Event Dates: from _____ to _____

Your feedback is important for us! Please take 5 minutes to share your feedback.

We would be pleased to know your opinion about the <event name> in order to take into account any suggestions for improvement. We thank you in advance for your valuable inputs.

1. Overall how do you rate this event?

Excellent ☐ Good ☐ Average ☐ Poor ☐

2. Questions (Put tick on appropriate option)

	Excellent	Good	Average	Poor
Knowledge and information exchange				
Networking Opportunity				
Quality of Speakers				
Quality of Workshops				
Quality of moderator(s)				
Quality of session chairs				
Organization of event (registration, logistics, helpdesk etc.)				
Venue & Hospitality				

3. Would you attend or recommend to your colleague to attend the event organized by Chitkara University in future? Why/ Why not?

4. Please select top three reasons to attend the event.

- ☐ Quality of Speakers
- ☐ Networking with speakers
- ☐ Networking with participants
- ☐ Quality of Workshops
- ☐ Location
- ☐ Theme of Event
- ☐ Any other, please specify: _____

5. Please list top three sessions/ workshops of this event: _____

Note: Feedback for individual sessions can be taken if required.

6. How did you know about the event?

- ☐ Brochure/ Poster
- ☐ Website
- ☐ From Colleagues
- ☐ Advertisement
- ☐ Any other, please specify _____

7. Please give your suggestions for improvement in the event: _____

8. What topics, sessions, speakers, chairs etc. would you like to see in future in the event?

9. Personal Information (Optional)

Name: _____

Organization: _____

Country: _____

Email: _____

Contact No.: _____

Note: This feedback form is a sample, the same can be modified based on the type of event.

Feedback Analysis Report

(to be submitted at cu.rise@chitkara.edu.in within a week of event conduction)

RISE Event Id: _____

Event Title: _____

Event Dates: from _____ to _____

Number of Participants: Total : _____ Inhouse: _____ National: _____ International: _____

Analysis:

_____ % participants rated the overall event to be good

_____ % participants founded that the event helped in enhancing knowledge

_____ % participants mentioned that the quality of speakers were good

Note: All the options under pt. 2 of feedback form can be quantified as above. For getting the percentage the count of responses under excellent and good categories can be taken.

Some verbatim comments from participants:

- *Time duration for the activity should be more.*
- *Separate session about the review process of conference can be planned*
- *There can be successive session planned post FDP to discuss the modified proposal prepared after getting inputs during the activity.*

Note: The important comments can be added as provided by the participants. Above are few examples of the comments.

Annexure D

Submission of Documents within a week after conduction of RISE Event

The following documents are to be submitted in soft copy to the Office of Director Research at cu.rise@chitkara.edu.in and maintain the hard copy in respective schools/ colleges/ departments

1. Brochure of the event
2. Email/letter of collaboration (*if conducted in collaboration*)
3. Circular of the event
4. Invitation letters to Resource Person(s) (*only for externals*)
5. Event Report (*in the format shared*)
6. Feedback Analysis Report (*in the format shared in Annexure C*)
7. Copy of attendance sheet in the format (*for online event share the downloaded participants list with signature of Convenor*)

Name of the Participant	Category (<i>Faculty/Scholar/ Student/ Industry/ Professional Body</i>)	Affiliation (<i>Department/ School/College, University</i>)	Signature (<i>for each day of the event</i>)

8. Income Sheet (*in the format shared*)
9. Expenditure Sheet (*in the format shared*)
10. Photographs of the event in jpg/jpeg format (*5-6 geo-tagged photographs with caption and date*)
11. Copy of the Certificate (*5 nos. of certificates*)
12. Sponsorship/grant received for the event (*If yes, pls. attach letter*)

Note: Kindly submit the soft copy of the above documents at cu.rise@chitkara.edu.in in order and duly signed by the convenor with name of the convenor on each page.

Event Report

1. **RISE Event ID :** _____
2. **Name of the Event (write full name):** _____
3. **Event dates:** from _____ to _____
4. **Name of the convenor:** _____
5. **Name of the school/college/research lab/ centre holding the event:** _____

6. **Objectives behind conduction of the event (Enlist atleast 3 detailed objectives in bullet points) :**

- Objective1
- Objective2
- Objective3

7. **Total no. of attendees in the event:**

Internal		External	
Faculty/ Scholars	Students	Faculty/ Scholars/ Members from Industry or Professional Body	Students

Note: Convenor must preserve a copy of the attendance of all days of the event in the file.

8. **Names of the external resource persons with their full affiliations**

Sr. no.	Name of the resource person	Full affiliation	Place
1			
2			
3			
4			
5			

Note: Add or remove rows as per requirement rows

9. **Testimonials from atleast five participants to be typed herewith along with their names and contact details**

Statement of Testimonial 1	Name and contact details of the person providing
Statement of Testimonial 2	Name and contact details of the person providing
Statement of Testimonial 3	Name and contact details of the person providing
Statement of Testimonial 4	Name and contact details of the person providing
Statement of Testimonial 5	Name and contact details of the person providing

10. **Write up of the event in about 200 to 300 words**

11. **Paste three photographs (1 each for inaugural, conduct of event and valedictory)**

Note: Make sure that the photographs are taken from an angle so that maximum participation of attendees can be seen along with the banner of the event

Income Sheet

RISE Event ID: _____

Event Title (write in full): _____

Event Dates: from _____ to _____

Total revenue generated for the conduct of the event Rs. _____

Write the exact amount under following heads

Sr. no.	Type of source of income	Revenue generated (in INR)
1	Registration of delegates	
2	Sponsorship from Government agencies	
3	Sponsorship from Non Govt. agencies	

Note: Preserve an audited statement of all income and expenses incurred for the conduct of the event in the file maintained for the event. Please note that audited statement must be signed by the convenor, Head of the School/college, Registrar and Finance officer of the university with their official seal.

Name and contact details of the convenor

Name and contact details of the Head/Dean/Director

Convenor to sign here along with date
Head to sign here along with date

Name and contact details of the Registrar

Name and contact details of the Finance Officer

Registrar to sign with date and put his seal here
Finance officer of the University to sign and put seal

Expenditure Sheet

RISE Event ID: _____

Event Title (write in full): _____

Event Dates: from _____ to _____

Total money spent for the conduct of the event? Rs. _____

Write the exact amount under following heads *(Justify all the expenses incurred by providing bill copies and details)*

S.No.	Type of Expense	Bill No(s).	Bill Date(s)	Amount Spent (in INR)
1	Pre conduct branding			
2	Decoration of the venue			
3	Venue expenses			
4	Meals/refreshment expenses			
5	Kits given to participants			
6	Honorarium to speakers/session chairs			
7	Gifts (if any) to speakers/session chairs			
8	Travel related			
9	Accommodation related			
10	Miscellaneous (Not to be more than 1% of total expense)			

Note: Preserve an audited statement of all income and expenses incurred for the conduct of the event in the file maintained for the event. Copy of Bills are to be provided along with this sheet. Please note that audited statement must be signed by the convener, Head of the School/college, Registrar and Finance officer of the university with their official seal.

Name and contact details of the convenor
Name and contact details of the Head/Dean/Director
Convenor to sign here along with date
Head to sign here along with date
Name and contact details of the Registrar
Name and contact details of the Finance Officer
Registrar to sign with date and put his seal here
Finance officer of the University to sign with date and put seal