

### Distinguished Lecture Series

#### Guidelines

The Distinguished Lecture Series is conceived as a platform for inviting distinguished academics, artists, public intellectuals and thought leaders to interact with the university community through lectures and discussions. The primary objective of the series is to open to the faculty, researchers and students new vistas of knowledge, research and creative work that will benefit them directly or indirectly in their studies, teaching or research.

1. A department or a member of faculty can submit a proposal for inviting an eminent academic/artist/public intellectual/thought leader for a standalone lecture.
2. Generally, the lecture should be on a topic/subject that will be of interest to the campus community as a whole. Lectures can also be on cutting edge subjects and topics in specific areas of special interest.
3. The speaker will be paid an honorarium of Rs. 10,000/-, travelling allowance (including economy class flight fare within India) and offered local hospitality, including stay for a day or two in a good, comfortable hotel. The maximum budget for an event shall be below Rs. 50,000/-.
4. Proposals have to be submitted directly to the Committee constituted for the purpose, with a full statement of expected expenditure.
5. The Committee shall study the proposal and make a recommendation as to whether the invitation is to be sanctioned, and the amount to be sanctioned for the purpose, based on the budget submitted.
6. The Committee shall then submit its recommendation to the PVC/VC who shall issue orders on the same, with changes if necessary.
7. The Academic Section will then issue formal orders and disburse an advance of 75% of the sanctioned amount to the HoD of the Department which submitted the proposal or a Convenor appointed by the Department Council. In the case of member of faculty's proposals, the amount will be sanctioned and disbursed to that member. The Department or member of faculty shall organize the event and submit the bills of expense within three weeks.
8. The proposed split up is

Sl.No	Item	Amount
1	Honararium	10,000/-
2	Local Hospitality (stay, food etc)	5,000/-

3	Brochure, Banner, Publicity, Photo	5,000/-
4	Memento	7,000/
5	Travel	5,000/-
6	Documentation	5,000/-
7	Refreshment (Serving of food may be limited to Guest, HoD and the Teachers concerned)	5,000/-
8	Contingencies	8,000/-
<b>Total</b>		<b>50,000/-</b>