

**NOTIFICATION NO. KU/POL./2018/005**  
**Date: 18<sup>th</sup> September 2018**

**Subject: Karnavati University - Rules to conduct events, Seminars,  
Workshops, Conferences, Symposiums, and Webinars  
(Issue 01 Revision 02)**

Karnavati University hereby notifies 'Rules to conduct events, Seminars, Workshops, Conferences, Symposiums and Webinars' as appended herewith. These will provide a code of conduct to be followed while conducting such events. These rules shall be applicable to all the employees, students, participants, and authorities of the University who shall attend or participate in the events either directly or indirectly.

This comes into immediate effect.



**Tariq Ali Saiyed**  
Registrar





## **Rules to Conduct Events**

Policy title	Rules to conduct events, Seminars, Workshops, Conferences, Symposiums and Webinars
Key stakeholders	Students Teaching employees Nonteaching Employees
Approved on	18 <sup>th</sup> September 2018
Date effective from	19 <sup>th</sup> September 2018
Next version	
Relevant policies	Code of Conduct for Employees Employee Pay Policy General Work Policy
Relevant committees	Disciplinary committee, IQAC
Related Guideline	

**1. Short title and Commencement**

- i. These rules shall be called the “*Rules to conduct Seminars, Workshops, Conferences, Symposiums and Webinars*”.

**2. Objectives**

- i. To conduct seminars, workshops, conference, symposiums and webinars at the University and Institutional level,
- ii. To provide the guidelines for the conduct of such events,
- iii. To provide for the code of conduct to be followed while conducting such events.

**3. Definitions**

- i. “**Employees**” shall mean all the people working with the various departments and constituent Institutes of the University and shall include, Teaching and Non-teaching, either Full-time, Contractual, Temporary.
- ii. “**Events**” shall mean the seminars, workshops, conferences, symposiums and webinars under whatever name conducted nationally or internationally by the University and its constituent institutes for the value addition of students and its employees, in either mode i.e., online, offline or hybrid.
- iii. “**Participants**” shall mean and include all such persons who are from outside the University, who are participating in the event conducted by the University or its constituent Institutes, either by way payment of a participation fees, upon invitation or pro-bono.
- iv. “**Person**” shall mean all the students, employees, and authorities of the University as per clause 4(i).

**4. General Rules of Applicability -**

- i. These rules shall be applicable to all the employees, students, participants and authorities of the University who shall attend or participate in the events either directly or indirectly.
- ii. No person shall cause any kind of inconvenience, nuisance, noise, trouble, trifle or harassment of any nature, while preparing for and during the events conducted at the University.
- iii. The events may be conducted in online or offline mode as decided by the concerned Institute or the University, according to the nature of the event.
- iv. The employees or students of the University who are attending any event, representing the name of the University, shall at all times conduct themselves with utmost dignity and care, and at no point of time commit to, perform or

engage in any kind of immoral, illegal or questionable behaviour which may cause harm to the reputation of the University.

- v. Each person and the participants shall follow and adhere to the prescribed guidelines and regulations issued/released by the government and the University in order to control the outbreak or spread of any disease, epidemic, pandemic etc.
- vi. All the persons and participants shall have to adhere to and follow the instructions and SOPs of the event, provided by the organisers and co-ordinators.
- vii. No person and participant shall cause any sort of damage, destruction, or harm, to any property or person in any manner, during the events conducted by the University
- viii. In the case of, any unforeseeable circumstances such as pandemic or any natural calamity which may result in the delay, postponement, cancellation or change of mode (online/offline or hybrid) of the conduct of such event, then the decisions pertaining to the same, including but not limited to the refund of the fees paid by the participants, shall be taken by the organiser of such event at the University.
- ix. All The events shall be organised and conducted in accordance to this regulation and the rules, regulations and policies of the University, any person found in violation of these regulations or the applicable rules, regulations and policies of the University, shall be subjected to the decisions of the University or Institute level Disciplinary Committee, as the case may be.
- x. **Prohibition of certain activities -**
  - a. All the persons and participants shall comply with the University's zero tolerance policy for alcohol and drugs.
  - b. No person and participant shall be allowed on the University Campus or at the place of the event, who is found indulging in, consuming, selling, distributing, using or is in possession of or found under the influence of alcohol, narcotic or psychotropic substance, any kind of recreational drug or any other substance or things prohibited under the Indian Laws.
  - c. In case the participant is found violating clause 4(ix)(b), such participant shall not be allowed to participate in the event, and may be refrained

from participating in the future events and such further action may be taken as per the decision and discretion of the Organiser.

- x. **Dress code** - All the participants, employees and students who are attending or participating in the event shall be expected to be dressed formally and as per the General Work Policy in case of employees and the students shall be dressed so as to maintain the decorum.

## 5. Organisation and Funds

- i. It shall be the duty of the constituent institute(s) to organise the events for that respective institute. The Dean shall approve and finalise the conduct of the event at the institute level.
- ii. The University shall organise its flagship events after the same is finalised by the Vice-Chancellor (Provost).
- iii. That the Board of Management shall allocate a certain amount to the constituent institutes for conducting and organising the events from the Annual budget.
- iv. Any employee attending any event representing the University may claim any travel and other assistance as per the rules related to *Reimbursement and Incentives* of the *Employees Pay Policy*.

## 6. Proposal and Reports

- i. The Organiser shall prepare a detailed proposal which shall be finalised and approved by the Dean of the Institute or Vice - chancellor (Provost) in case it is an event of the institute or the University, respectively, the Proposal shall include the following particulars:
  - a. Name of the Event
  - b. Thematic areas to be discussed at the event;
  - c. Plan, purpose and schedule or time-table of the proposed event;
  - d. Reasoning and justification behind conducting such event;
  - e. Participation Fees to be charged from participants (if applicable);
  - f. Requirements for conducting such event including resources, place of event, venue, mode of event, other arrangements including stay, transportation and food and beverages;
  - g. Chief Guests, Special guests, guests, participants who are to be invited as speakers, judges, trainers, mentors, experts etc.;
  - h. Duration of the event and tentative dates;
  - i. Expected outcome;

- j. Costs of organising/conducting the event along with all the associated expenses of inviting any guests.
  - k. Media coverage, advertisements and publicity of the event, SOPs, protocols to be followed, designing of brochures, rules and eligibility for the registration of participants, all the necessary approvals from the University and the relevant departments, NOC and approvals from the Government (if applicable and required).
- ii. After the conclusion of any event, a detailed report shall be submitted to the IQAC and the Board of Management in its meetings, it shall contain the following particulars:
- a. Actual outcome and value addition from the said event;
  - b. Total cost of the entire event;
  - c. The benefit gained from the event to the University, its employees and students.