



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL, BANGALORE

Procedure for academic collaboration for Seminar without Financial Support:

- ⇒ As an important post-accreditation quality sustenance activity, NAAC has requested the institutions to establish Internal Quality Assurance Cell (IQAC) in their institution. Hence organization of the seminar/workshop is mandated to be the activity of IQAC of the Institution.
- ⇒ The programme details of seminar/conference have to be sent to NAAC at least one month prior to the scheduled dates.
- ⇒ For better coordination organisers should be in communication with the respective Regional Coordinator at NAAC.
- ⇒ *The seminar/workshop has to be conducted on the scheduled date(s) as mentioned in the seminar proposals sent to NAAC. You have to obtain prior permission from NAAC if there is any change in the scheduled date of the seminar and state the reason for change of dates.*
- ⇒ Institutions may write a letter to the Regional Co-ordinators, NAAC seeking nomination for resource persons.
- ⇒ If NAAC officer is participating, the TA/DA may be borne by the institution.
- ⇒ For National Level seminar, institution has to invite at least 10% of participants from outside the state and for State Level Seminar institutions have to invite at least 25% of participants from outside the district.
- ⇒ Institution cannot outsource the activity and as already mentioned the IQAC should be responsible for organising the event.
- ⇒ NAAC should be duly acknowledged in all the seminar related publications including proceedings of the Seminar / Conference.
- ⇒ Academic support by NAAC entitles your HEI for following benefits:
 1. Use of NAAC's name and logo as collaborating academic partner of seminar.
 2. Advice from NAAC about theme/ sub theme of seminar and suggestions about resource persons.
 3. Publishing information about seminar on NAAC website/news letter.

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Post Seminar/workshop requirement:

Within a week of the seminar the institution should bring out “**The Proceedings**” of the seminar/ conference. A half page summary of the proceedings along with one or two photographs of high resolution may be sent to Regional Co-ordinator, NAAC for considering it for NAAC newsletter.

Suggesting format for preparing the proceedings of NAAC Sponsored Seminars/ Conference

1. Theme of the seminar/ Conference
2. The programme (separate sheet may be enclosed)
3. The keynote address, presentation of invited resource persons and participants (enclose the copies of each one of them)
4. The recommendations/ Suggestions/ Action Points (outcome of the seminar)
5. Follow up actions, the institution proposes to undertake