



THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI 625 015

Academic Collaborations Initiative of 'SAVITHA' Project

Standard Operating Procedure (Ver 2.0) for Webinar (Invited Talk) by Academic Experts

Objective of Webinar: Apart from knowledge upgradation, academic experts invited for webinars from reputed national or international institutions shall facilitate our faculty and students for short term visit, intern or joint research.

Scope of SOP: To identify the academic expert for webinars, obtain necessary approval from the administration, arrange for the webinar and follow up.

S.No	Activity	Pre-requisite, if any	Responsibility
1	Identify the academic expert member for Webinar from Higher Learning Institutions at National and International level for Odd Semester / Even Semester in an AY and seek their oral or written acceptance by email indicating tentative week or month of the proposed webinar in the AY.	Identify the target audience in the dept. and the topic of lecture / SIG.	Members of Academic Collaboration team of SAVITHA to coordinate with the respective DLCs for webinars / invited talk. Each member will be assigned 1 or 2 depts for implementation by respective DLC & follow-up.
2	Submit the list of academic experts along with the approx. budget/ expenditure for webinar to the Principal through the respective HoDs for approval.	Adhere to the budget /college norms for invited talk / webinar.	Respective DLC
3	Prepare the tentative schedule for the webinar for both Odd Sem / Even Sem in an AY and get the approval of the HOD.	Adherence to the College Calendar and Dept Specific activities etc, if any.	Respective DLC

S.No	Activity	Pre-requisite, if any	Responsibility
4	Communicate the tentative schedule to the academic experts by email and after their confirmation, circulate the dates of webinar in an AY (semester-wise) to all the dept faculty and also to concerned students for their information and record. The same details shall also be forwarded to the CLC of Academic Collaboration for follow-ups after the completion of webinar.	Adherence to the College Calendar and Dept Specific activities etc, if any.	Respective DLC
5	Make arrangements for webinar/invited talk such as finance, seminar hall, auditorium, IT resources, pilot testing online platforms, travel/accommodation, any other resources.		Respective DLC
6	One week prior to the webinar, inform the Branding team regarding the webinar (expert name, affiliation, date, time, venue) for uploading the same in social media and other platforms.		Respective DLC
7	Obtain feedback from the faculty and students within 2 days from the conduct of webinar.		Respective DLC
8	Discuss with the invited academic expert for possible short term visit, intern or joint research works by faculty or students.		Respective DLC along with SIG team members and HOD

S.No	Activity	Pre-requisite, if any	Responsibility
9	To submit the details (as per the template) of the webinar to the CLC of Academic Collaboration and also to the Data Management (MIS) team <u>within one week</u> from the webinar.		Respective DLC & CLC of Academic Collaboration
10	To submit the details of follow-up action with invited academic experts to the CLC of Academic Collaboration <u>within three weeks</u> from the webinar.		Respective DLC & CLC of Academic Collaboration.
11	Submission of Webinar Details Report to 'Savitha Portal'		CLC of Academic Collaboration
12	Review of report of webinar details submitted by depts. for further follow-up / alternate action plan.		Academic Collaboration – Team Lead and members along with respective Dean and HoD.

Note:

1. Experts shall be identified through Alumni, SIG and existing dept and college level contacts. Initiatives shall be also made to establish new contacts by department and academic collaboration team.
2. Experts shall be from reputed national institutions (such as IITs, IIMs, NITIE, IISC, IIITs, IISCIER, IIST, ISI, SPA, CECRI) or reputed international institutions.

