

No.VIII/1/MS/IGNCA/2010
INDIRA GNADHI NATIONAL CENTRE FOR THE ARTS

STANDARD OPERATING PROCEDURE(SOP)
FOR THE "SCHOLAR GUIDE" COMPONENT OF CONFERENCE

14th December, 12

1. In accordance with the Annual Plan, IGNCA organizes lectures; conferences at national and international levels; workshops and exhibitions (to be called "Conference" hereafter in this SOP for purposes of ease).
2. Most of these "Conference" are based on deep academic research undertaken by the Centre and substantial money is spent on organizing them. In terms of its mandate, IGNCA is required to outreach programmes so as to promote awareness amongst students, researchers, teaching community and public at large.
3. It is in the above background that this SOP on "Scholar Guides" has been formulated to enable IGNCA to obtain assistance of persons who will take on the role of "Scholar Guides". While enabling the "Scholar Guides" to learn more on the subject of the "Conference", IGNCA will in turn get the assistance of a group of people interested and involved in the theme/subject of the "Conference". IGNCA will seek names of such "Scholar Guides" (scholars/researchers/students/individuals interested in this work) either through the IGNCA website or academic institutions or universities or cultural institutions.
4. The Scholar Guides, inter alia, will assist in any of the following ways:
 - (i) as observers to the "Conference".
 - (ii) as Rapporteurs;
 - (iii) to provide technical explanation to students and the general public that visit the exhibition;
 - (iv) as escorts to national/international scholars during the "Conference" or
 - (v) any other technical work that (these scholar guides may be able to assist in) that may come up during the "Conference".
5. IGNCA will broadly follow the norms as mentioned below:

- (i) Selection: A Committee will select the suitable candidates, based on their area of work and interest in the subject of the "Conference".
 - (ii) Training: 1 or 2 days training in area of work assigned;
 - (iii) Forms of assistance to Scholar Guides: Selected "Scholar Guides" will be paid Rs.500/- (Rupees Five hundred only) per day to meet their day-to-day expenditure. Those who perform their assignments satisfactorily will also be given a Certificate of participation.
 - (iv) Travel/Hospitality: Shared accommodation and 2 A.C. train fare will be provided to the outstation "Scholars Guides".
6. A component called "Scholar Guides" will invariably form a part of every major "Conference". The budget for this component will be worked out on the basis of the above guidelines. The number of "Scholar Guides" invited will also depend on the scale of the "Conference" and will be recommended by the Coordination Committee of the "Conference".

Jayanta Kumar Ray
(Jayanta Kumar Ray)
Director (Admn.)

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