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Indira Gandhi National Centre for the Arts

29th November, 2012

Standard Operating Procedures (SOP) for Seminars/ Conferences to
be organized by IGNCA

The Indira Gandhi National Centre for the Arts (IGNCA) is one of the premier centres actively engaged in the promotion and preservation of art and cultural traditions of India. As part of its mandate, IGNCA has been organizing various seminars, conferences, workshops and public lectures, etc. The SOP has been prepared to streamline invitation to scholars, both national and international, so as to ensure that expenditure on airfare/hospitality is kept to the minimum and incurred on scholars of eminence and who will make a real contribution to the Conference. Airfare/hospitality should not be extended as a matter of routine.

The following norms are to be followed:

1. Invitation of Scholars

- The scholar to be invited for the programme should be of eminence in their respective areas with reference to the subject/theme of the programme.
- The scholar should have published books/research articles in the concerned area.
- The scholar may be associated with any organization/Institute of repute.
- The scholars will contribute a paper in the conference. The abstract of the paper to be presented in the Conference will have prior approval of the committee of experts of IGNCA.



2. Air fare

- To the extent possible scholars invited will be requested to bear the expenditure on air travel from their own resources or through any Institute as may be feasible.
- However, in cases where the scholars are unable to attend the programme without commitment of air fare, it will be referred to the duly constituted expert committee who may recommend air fare for participation depending on the parameters given in Point 1.
- Economic class air fare would be borne by IGNCA if recommended by the Committee.
- Business class air fare would be provided only as a very special case and in exceptional circumstances with the approval of Member Secretary/President of the Trust keeping in the view the eminence and stature of the scholar.

3. Local Hospitality

- Local hospitality would be borne by IGNCA by providing accommodation/boarding in India International Centre (IIC), Hotel Janpath of ITDC, YMCA guest house, Viswa Yuvak Kendra etc.
- The coordination committee setup for the conference/seminar will decide on the places of stay of the participants keeping in view the stature of the participants.

4. Local travel

IGNCA will provide local travel by providing shared taxis/DLYs and mini buses as may be required for the particular programme, to be decided by the Coordination

Committee. Individual cars will be given as a special case only.

5. Field Visit

- During the programme, if any field visit is proposed for the delegates, the Committee of Expert/scholar of IGNC A would look into the requirements and justification of field visit keeping in view the academic benefits that will be gained by the Institute or Academicians.
- The Coordination Committee will look after the requirements of logistics of the visit like mode of transport, place of accommodation, permission for visiting historical places etc.

The above norms should be strictly followed in all the forthcoming Seminars/Conferences to be organized by IGNC A.

This is issued with the approval of the Member Secretary.

Jayanta Kumar Ray 29/11/12
(Jayanta Kumar Ray)
Director (Admn.)

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