

# Federal Institute of Science and Technology (FISAT)<sup>®</sup>



*Focus on Excellence*

## Policy on Programmes with External Resource Persons



FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY



Hormis Nagar, Mookkannoor P.O.  
Angamaly -683577, Kerala, India  
An ISO9001:2015 Certified Institution  
Accredited by NBA (CSE, EEE, ECE, EIE, ME)  
& NAAC with 'A' Grade



Focus on Excellence

## FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)<sup>®</sup>

### Policy on Programmes with external resource persons

To enhance the students' skills, knowledge, and competencies, the Federal Institute of Science and Technology (FISAT) frequently invites experts from industry and other reputed institutions to deliver lectures in Workshops/Seminars or deliver keynote addresses in conferences/ symposia, or attend meetings. These expert interactions enable the students to enrich themselves regarding avenues for higher studies and jobs and apprise themselves of the needs of the industry.

- The coordinator of the event submits a request for permission to conduct the event to the management stating the details regarding the proposed programme, the invitee, the parent institution of the invitee, and the financial requirements, including the honorarium to be paid to the resource persons, the advance amount required, etc, through the HoD and Principal.
- On receipt of permission, the event coordinator shall proceed with the necessary arrangements for the conduct of the same.
- The management shall decide on the honorarium to be paid after considering the scope of the proposed programmes, duration of the programmes, the reputation of the invitee, and the parent institution.
- In addition to the honorarium, an amount is paid as TA/DA after submitting the relevant documents regarding the invitee's itinerary and corresponding tickets and bills.
- The accounts manager releases the amount sanctioned as honorarium, advance amount, etc for the proposed programmes.
- All payments are made only through bank transfer after submitting the account details and PAN number of the recipients.
- After completing the event, the financial statements with proof of expenses are submitted to the accounts section. A copy of the same is maintained in the department.



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