

**OFFICE OF DEAN OF UNIVERSITY INSTRUCTION
PANJAB UNIVERSITY, CHANDIGARH**

NO: 238-338/DUI/D

Dated: 02.02.2021

**CIRCULAR
(Through e-mail)**

Subject:- Revised Guidelines for holding online/virtual Conferences/Seminars/Training, etc.

Revised Guidelines for holding online/virtual Conferences/Seminars/Training, etc., received vide Office Memorandum No. 34-4/2020-ICC-II dated 15th January, 2021, from Mr. Saroj Kumar Choudhary, Under Secretary to the Govt. of India, Ministry of Education, Department of Higher Education, Shastri Bhawan, New Delhi, are forwarded to the Chairpersons/ Directors/ Coordinators of all the Teaching Departments/ Centres/Institutes, Panjab University, Chandigarh, for information and further necessary action.


2/2/21
Dean of University Instruction

Encl:- as above.

Issued to:-

1. The Chairpersons/Directors/Coordinators,
All Teaching Departments/Centres/Institutes, Panjab University,
Chandigarh as well as Regional Centres, Hoshiarpur, Ludhiana, Muktsar and
Rural Centre, Kauni.
2. Registrar, P.U.
3. FDO, P.U.
4. COE, P.U.
5. Dean Student Welfare (Men & Women)
6. Dean College Development Council, P.U., with the request to circulate to all
affiliated Colleges/Constituent Colleges, Panjab University, Chandigarh.
7. Dean International Students, P.U.
8. Dean Alumni Relations, P.U.

No. 34-4/2020-ICC-II
Government of India
Ministry of Education
Department of Higher Education

Shastri Bhawan, New Delhi,
Dated the 15th Jan., 2021

OFFICE MEMORANDUM

**Subject:- Revised Guidelines for holding online/virtual Conferences/
Seminars/Training etc.**

The undersigned is directed to state that the Ministry of Education has revised the guidelines for holding online/virtual International Conferences/Seminars/Training etc. in consultation with Ministry of External Affairs which is as follow:

**Approval procedure in respect of holding online/virtual International
Conferences / Seminars / Training etc:**

- i. Ministry or Department, Public Sector Undertakings, Central Educational Institutions, Public Funded Universities or an organization owned and controlled by the Government of India/ State Government / UT, should take approval of its Administrative Secretary for the event as well as for the list of participants.
- ii. While giving permission, the Ministry should ensure that the subject matter for online events is not related to security of State, Border, North East States, UT of J&K, Ladakh or any other issues which are clearly/purely related to India's internal matter/s.
- iii. Full compliance to India's existing provisions of IT data security, personal data, and protection to other sensitive information should be ensured.
- iv. There should be judicious selection of IT applications./ platforms/ medium for interaction; preference should be given to those apps having servers not controlled / hosted / owned by countries / agencies hostile to India.
- v. Appropriate level of scrutiny to be exercised to identify the nature and sensitivity of data / contents of presentations / information to be shared by the Indian delegation.
- vi. Due care should be taken to ensure that India's map, flag, emblem etc. are correct and rightly displayed.

**The following cases will continue to require clearance from MEA for
holding international conference/ seminar/ workshop/ training etc.:**

- i. All events related to security of State, Border, North East States, J&K or any other issues which are clearly/purely related to India's internal matters:
- ii. Events having foreign funding and sponsorship;
- iii. Events involving sensitive subjects (political, scientific, technical, commercial, personal) with provisions for sharing of data in any form; presentations etc.
- iv. While seeking approval/after approval, link to the online event/s should be shared by email at socoord@mea.gov.in

From pre page..

Participation of Union / State Ministers / Constitutional functionaries and Government officials / scientists / doctors etc.:

- i. Participation of Union / State Ministers / Constitutional functionaries and Government officials / scientists / doctors etc of the rank of JS and above in online/virtual/physical International Conferences / Seminars / Training etc., MEA clearance will be required.
 - ii. The Administrative Secretary of respective Ministry/Department be authorized to give permission for participation from Director and below rank, subject to usual and necessary checks.
2. It is requested to communicate the above guidelines to all the Institutions under your administrative control for information and compliance.



(Saroj Kumar Choudhary)
Under Secretary to the Govt. of India
Tel. No: 011-23384442

All Bureau Heads, Ministry of Education