

IEEE National Distinguished Lecturer Program (NDLP) Guidelines

What is NDLP?

NDLP is a new initiative of India Council to have a National Repository of eminent and distinguished experts who will be available for giving lectures on topics of their interest. These speakers are to carry out lectures, tutorials etc. so as to increase the outreach of the Sections and update members and students of engineering colleges on new technologies that matter.

Coordinators

Each Section shall identify one person from the section to co-ordinate the NDLP activities in the Section. India Council shall identify one person to co-ordinate at National Level.

The Repository

A Roster of 100-150 senior professionals who can interact with Sections, Student Branches and Technical Societies is to be maintained. For this purpose Sections shall collect the details of the eligible speakers, their topics of expertise, willingness to travel within Section or outside, and their CV. Section chair or a person nominated by him endorses the speaker and a screening committee at India Council approves the names for the roster. The list is made public through the websites of India Council and the Sections. On subject areas of IEEE interest, the speakers shall be IEEE members. For other areas like management, non- IEEE members also can be considered.

The expenses

The expenses of the speaker – to and fro travel charges, incidentals, honorarium, accommodation charges, etc - are to be met by India Council (75%) and the concerned Section (25%). Local hospitality like booking of accommodation, local transport, food, etc is to be borne by the requesting unit. The speaker gets 100% payment from the India Council on completion of the accepted task/s.

Operation

Any unit of IEEE - sections, subsections, student branches, society chapters, or cluster of members - can use this repository. Requesting unit sends a request to Section NDLP Coordinator, who in turn checks with the panel of speakers on the subject, about their convenience and acceptance and once confirmed, informs the requestor and National Coordinator about the event and probable expenditure. Once approved by the National Coordinator, the NDLP program can be conducted. On completion of the program, the speaker sends his bill to the Section Coordinator, who in turn forwards it to National Coordinator with his comments. National Coordinator approves the payment according to norms and India Council makes the full payment to the speaker by Demand Draft. The benefiting Section is billed for 25% of the expenses, which is to be paid within the next 60 days.

Section Coordinator's Role

Section Coordinator initially collects the details of the speakers to be included in the NDLP roster. Whenever a request for program is received, he contacts the suitable speakers from the panel, gets concurrence and informs the National Coordinator with probable expenditure to be incurred. On approval by National Coordinator, he intimates the speaker and requesting unit to go ahead with the program. After the completion of the program, he receives the feedback from the organizing unit and bill for expenditure from the speaker. He forwards them to the National Coordinator for payment.

National Coordinator's Role

Consolidates the list of speakers received from sections and on approval by the screening committee publishes the NDLP Roster. Receives requests from Section Coordinators for NDLP programs, approves, and communicate back to him. On completion of program, speakers' bills sent by Section Coordinators are authorized for payment. NC maintains NDLP database, with feedbacks and speaker ratings.

Requester's Role

Requesting unit goes through the NDLP panel and requests for a lecture and identifies the probable speakers. On confirmation from Section Coordinator conducts the program. Local hospitality like booking of accommodation, transport, food, etc is to be borne by the requesting unit. On completion of the event a meeting report, feedback form with speaker ratings (standard format) are sent to Section Coordinator.

Speaker's Role

On receiving a request from Section Coordinator, the speaker may confirm his availability and acceptance. Once program is confirmed, he arranges for the travel and informs the requesting unit about his travel plan. On completion of the program he submits a bill to Section Coordinator. He receives payment from India council by DD

Section's Role

Identify Section NDLP Coordinator. Prepare an initial panel of speakers and arrange payment of 25% of the expenses to India Council with in 60 days of receipt of bill.

India Council's Role

Setting up of screening committee, national coordinator, arrangement of funds, payment of approved expenses to the speakers by DD etc and over all supervision of the project activity. Invoicing Sections for 25% of expenses.

Formulated by:

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See the list of [NDLP Speakers](#)