



National Association of Professional Social workers in India

Guidelines for organising Indian Social Work Congress

The Indian Social Work Congress is an initiative of the National Association of Professional Social Workers in India (NAPSWI). With a successful beginning at the University of Delhi in 2013, the second Congress took place in 2014 at the University of Pune. Thereafter, the third Congress was organized at JVBI, Ladnun, the fourth one was held at Varanasi, the fifth Congress was organised at Kochi, the Sixth Indian Social Work Congress in Delhi. The seventh ISWC 2019 was organised at one of the oldest institutions providing social work education in the country, viz. the Department of Social Work, University of Lucknow. The 8th ISWC is currently organised at department of social work, Vishwa bharti, Shanti Niketan, West Bengal.

The Indian Social Work Congress has continued to envision a keen introspection and reflection on the hallmarks and achievements of the social work profession, as also deliberate upon the issues, concerns and challenges confronting it.

The guidelines for organising Indian Social Work Congress (ISWC) and other similar events /seminars has been approved by the executive body members vide its circular resolution dated 9th Nov. 2012. These revised guidelines needs to be taken in to account as guidelines for hosting the congress or ISWC by any organisation. These guidelines have been passed by EC in its meeting held on 1st November 2018 at Delhi University.

Revised Guidelines for hosting INDIAN SOCIAL WORK CONGRESS

I. Requirements and procedures for applying for the ISWC:

1. The Indian Social Work Congress (herein after referred as ISWC) shall be organised as a joint venture of National Association of Professional Social Workers (NAPSWI) and host Social Work Educational Institution (SWEI).
2. The invitation to host the ISWC may come from any recognized well-established SWEI well in advance through the Vice Chancellors of University, or Heads of SWEI. The Regional associations or group of universities/institutions/Departments in a city can also be considered as host of ISWC in exceptional cases. It shall declare the name of Organizing Secretary of ISWC who shall be also key contact person for ISWC.

3. The SWEI desirous of holding ISWC should be Institutional member of NAPSWI. If any SWEI is not member, SWEI may be denied to host ISWC.
4. The SWEI willing to host ISWC should send letter of intent prior to one month of the current ISWC session. It should endorse that SWEI has the financial allocation and infrastructure for conducting the ISWC.
5. The minimum infrastructure should include space to organize ISWC of 1000 persons which may have convention hall or one large auditorium for inauguration/plenary sessions. In addition, 6-8 rooms with 75-100 sitting capacity for concurrent running of Parallel sessions/ meetings (preferably with presentation facility), a room for ISWC Secretariat and NAPSWI officials meeting.
6. NAPSWI will select host SWEI among its applicants for the next year ISWC after due consideration of SWEI capacity to host, convenience of the participants and location/region and other considerations. NAPSWI can approach any SWEI also to host ISWC so that the place or region may be represented. The decision to host next ISWC may be announced on the last day of ongoing ISWC.

II. Guidelines for organizing the ISWC:

1. The theme of the ISWC will be jointly decided by the NAPSWI and host SWEI . They will also decide the names of the plenary speakers, chairs and send invitations to them.
2. The ISWC brochure shall be finalized at least six months advance and preferably ten months ago which will have followings:
 - Welcome message by *organising secretary* and President, NAPSWI
 - About the congress
 - Thematic engagement of 6th ISWC – 2018 and Subthemes
 - Organisers, Organising committee, Advisory Board, Local Host Committees
 - Registration, fees and Registration Entitlement
 - Memorial Lectures: Two Memorial Lecture- Prof Surendra Singh Memorial Lecture and Prof R R singh Memorial Lecture shall be delivered during the congress. Host Institution can add one memorial Lecture in the name of its faculty/practitioner.
 - Information about Social Programs, Social Work Students' Forum, Information Exchange, Book Release, Workshops, Souvenir Auction and Sale
 - Accommodation Information:
3. The ISWC is generally for three days for minimum 750 to 1000 delegates. The inauguration ceremony of the ISWC shall be commenced in the morning of the first day. It may include the cultural programme in evening which will be followed by a special dinner.

4. The registration may have subsidized accommodation or may not cover accommodation which can be paid separately by delegates. However, a list of guest houses/hotels with discounted rates specially organized for the ISWC be provided for delegates and the organizing committee may help delegates to secure such accommodation.
5. Registered delegates will be inform their registration entitlements which may include registration kit, entry to ISWC and other benefits. Multiple registration counters/ help desk counters should be provided for all the days of the ISWC.
6. Host SWEI may organize Pre and Post ISWC meetings, workshop, symposium, trainings or any other events. It is responsibility of the host Institution / University to arrange finance and logistic support etc. in consultation with the President, NAPSWI.
7. The Host SWEI will in consultation with the President and Secretary decide the amounts to be paid for Registration by delegates and accompanying persons. ISWC may be organized preferably place which has adequate affordable accommodation.
8. Registration should start four months in advance of the ISWC and it should provide concessions to NAPSWI Life Members, research scholars, students, senior citizens (with and without accommodation). Accompanying persons will pay the same amounts in advance. There can be more charges for late registrants and on the spot registrants. On cancellation of registration within the stipulated time, 50 per cent of the amount will be refunded.
9. The registration process should be initiated 4 months prior to the ISWC and can be close down 1 month before the ISWC. It should be done using NAPSWI website online.
10. NAPSWI President and Organising Secretary will jointly decide name of chief guest, plenary speakers, special invitees, speakers to deliver Prof Surendra Singh Memorial Lecture in consultation with Oorganizing secretary.
11. All the expenditure with respect to food, travel, accommodation of NAPSWI office bearers, EC members, Invited speakers, Life time achievement awardees should be borne by host SWEI.
12. Organizers may facilitate travel agencies/ travel desk for local transport for delegates.
13. A model schedule of the ISWC will be prepared for ready reference in consultation with NAPSWI. The Organizing Committee should maintain this schedule and the sessions.
14. Printed certificates for the participants and paper presenters should be prepared by the Organising Committee, and signed by the President, Secretary

of the NAPSWI, and Organising Secretary of the ISWC. The Organising Secretary will finalize the text of the certificates in consultation with the NAPSWI Office.

15. Printing of the programme should be done in consultation with the NAPSWI President/Secretary. Delegates should be encouraged to accept soft copies as this will cut expenses.
16. Provisions should be made for holding a book exhibition during the ISWC. Booksellers and Publishers should be approached in this connection and a fee may be charged.
17. All letter pads, posters, banners, documents, etc., prepared for the ISWC should carry the name of NAPSWI.

Financial Management

1. The host SWEI shall get the seed money amounting upto Rs 2 lakh from NAPSWI for initial and preparatory expenses.
2. A separate bank account in the name of ISWC (year and name of the place like ISWC 2018 Delhi) to be jointly operated by Organising Secretary ISWC and Head of SWEI may be opened by the host SWEI at their palce. If host SWEI financial department have some established procedures and these are in tune with government approved account and audit procedures, the same may be considered.
3. The host SWEI will raise adequate financial and other resources required for hosting the congress. The name and logo of NAPWI can be used for raising funds as the event shall be the collaborative venture.
4. The organising Secretary from Host organisation is expected to maintain the account of the event. They shall keep all bills, receipts and documents in safe custody and will handover to NAPSWI,. They shall get all account audited by chartered accountant.
5. After deducting 20 per cent of the registration fee, the rest of the amount will be transferred to the account of ISWC at host SWEI.
6. The organizing Secretary shall share any surplus to the minimum of the 50 per cent of the surplus mobilization over the expenditures should be shared with NAPSWI within two months of holding the ISWC or 31st March of that financial year .
7. The host SWEI shall ensure that the account is closed before 31st March.
8. NAPSWI shall raise revenue from the sale of publications, mementos, souvenirs, etc.

9. To operationalise any provision of the above guidelines, NAPSWI President and Secretary and Organising Secretary of ISWC and Head of host SWEI will form a core committee which can take decision in the best interest of organizing of ISWC and organizing institutions.
10. Any matter not discussed in the above guidelines can be mutually addressed between host SWEI and NAPSWI.

**Secretary
NAPSWI**