



INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

(Promoted by IRDA, Govt. of India)

Head Office:-315,Paras Chambers,D.No.-3-5-890,HimayatNagar, Hyderabad-500029(TS)

e-mail : iiisla.ad2013@gmail.com, admin@iiisla.co.in, Web-site : www.iiisla.co.in.,

Telephone Numbers: 040- 66253666, 040-23261072, 040-23261073.

Date: 30.10.2015

Dear all the Zonal /Chapter /Unit Council Members

Re: Guidelines for the conducting of Seminars/ Training Programmes

The following guidelines are issued by the Central Council for the smooth conduction of the Training programmes which are to be followed in true spirit for the success of the programmes.

1. Request for approval of the training programme has to be sent minimum 30 days for 1day Training program and 45 days for 2 & 3 days Training Program prior to the date of programme furnishing all the details in the prescribed Format.
2. The programme should be routed through concern Zonal Council and concern Chapter with consent of Zonal Incharge as well as Central Council Member/Members of that particular Zone .
3. The Brochure should be accompanied along with the Request form.
4. The No. of Hours of credits accrued has to be mentioned in the brochure.
5. Registration will not be extended beyond the approved Nos. of Members.
6. Course and Syllabus of Training /Work shop / Seminar must be approved by Central council only.
7. Name of Chief Guest and Guest of Honour should be approved by Central council only.
8. It must be ensure by organising committee/convenors/co-ordinators that all participants are the bonafide members of IIISLA and have submitted the Modified Data Form before H.O with all required documents and affidavit.
9. Student Member (5% of Total No.s) should be allowed up to 50% rebate of Training Fee on priority.
10. Only one observer per classroom will be allowed. The Name of the Observer will be decided by Central council only. Zonal Council may recommend/suggest the name/names which may be approved by the Central Council.
11. All the expenses henceforth including faculty and stationery expenses are to borne by the training organising committee. No reimbursement of expenses under any head will be entertained by IIISLA H.O .
12. Information of the Dress code in the brochure.
13. Ensure that the Mobile must be switched off and / or not allowed inside the class room.
14. The details of the Participants should be sent to admin office in EXCEL FORMAT (as per below) to enable us to send the Training Programme Certificates to the Venue/Organisers;



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Details of the participants registered for the training session in (Department) conducted on (date)----- at (place) -----

S.No.	Name of the Participant	Membership No.	SLA No.	Mobile No.	Email ID	From (Place)
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Note : In special condition Central council may allow any program within the period Limit.

The following documents should be sent to Admin Office within 15 days of the completion of the programme.

1. Attendance Sheet of the participants in excel format duly signed by the organising committee & observer.
2. Observer/Observers must verify that all participants are **bonafide members of IIISLA** , Nos of participants within the Limit approved, Course compiled as per Brochure, Performance of faculty, Feedback form duly filled by participants , mode of amount received and payment made by organisers etc.
3. Certificate's of the Members who were absent for the training programme.
4. All the amount routed through Chapter's account only, other than technical reasons.
5. Income and Expenditure statement of the Training programme
6. Photographs and videos if any pertaining to the programme
7. Study material soft copy and hard copy which was issued to the participants

We request to take note of the guidelines and inform all the concerned about the same for successfully organising the Training programmes.

With regards
Manager (Admin)

By the order of President (IIISLA)