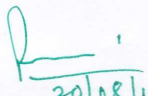


**Institutional Procedure for Organisation of Short Term Training Programs/Seminars/Conferences/Workshops/ any other Academic Activity.**

1. A proposal for the event should be sent through Dean (R&C) to the Director for ~~his~~ approval at least two months before the commencement of the program. The proposal should invariably contain the following details;
  - a. Title, duration (alongwith the proposed dates), schedule and objectives of the event.
  - b. Details of the organizing department.
  - c. Names of the Coordinators/Conveners and the members of the organizing committee.
  - d. Expected number of participants.
  - e. List of invited speakers, the name and address of the organization to which they belong, their designation and the anticipated schedule of their visit.
  - f. Draft copies of the brochure, registration form, certificates *etc.*
  - g. Budget assessments including:
    - i. Expected registration fees
    - ii. Expected sponsorship amount
    - iii. Estimated expenditure (headwise)The budget should be based on the prevailing market rates and a justification for various expenses should be incorporated in the same.
2.
  - a. Entire sponsorship amounts generated through the event should be deposited forthwith with the Institute. No expenses should be incurred through this amount.
  - b. The registration and sponsorship amount should be collected in the form of DD/ Banker's cheque as far as possible.
  - c. Receipts of sponsorship/registration amounts will be issued by the accounts section to the sponsors/participants. The Accounts Section will depute a person for collection of registration fees on the inaugural day.
3. Temporary advance will be sanctioned only for pre-conference activities like printing of stationary, purchase of registration kits, mementoes *etc.* The requisition should first be sent to Dy. Reg (F&A) who will; after scrutiny and

suitable recommendations; send it to the Director for approval through Dean (R&C). The advance will have to be settled within one month after the event is over.

4. At the time of settlement of advance, other bills; where the payment is to be done to the vendors; will be submitted to Account Section.
5. The TA and honorarium claim forms should be submitted in person directly to Dy. Reg (F&A) for speedy reimbursement. Even if the event dates fall on holidays, the Account Section will remain open for the processing of the claims.
6. The experts will have to be preferably accommodated in the guest house of the Institute. In case of non-availability of the accommodation in the guest house, the guests can be accommodated in the hotels. The requisition for the hotels will be sent by the coordinators to the Asst. Registrar (Estt.), who will book the hotel and look after the settlement of hotel bills etc.
7. The local conveyance can be arranged by the Institute vehicle. In case of non-availability of the same, the vehicle In-charge of the Institute will arrange it after receiving the indent from the program coordinator. The vehicle In-charge will look after the payments to be made to the outside agency.
8. The tickets for the air travel to be performed by the experts should be preferably booked through the office. A detailed program of the experts can be sent to Asst. Registrar (Estt.) for the needful.
9. Coordinator of the event will keep a record of the details of the event including written feedback from the participants. After the program concludes, a report will have to be submitted to the Dean (R&C). The report should include a brief write up, details of expenditure, list of participants and list of experts alongwith a few photographs ~~will be enclosed.~~
10. In case of any deviation due to an emergency, the coordinator can take suitable action as per govt. norms for which, he will take post-facto approval of the Director at the earliest.

forwarded with recommendations for approval of the procedures,  
 Director.  
 Approved:   
 20/08/14.  
 Dean (R&C)

DL  
11/8/14