

CIRCULAR

PROCEDURE FOR APPROVAL OF CONFERENCES / SEMINARS / WORKSHOPS

Of late a large number of Conferences / Seminars / Workshop etc. are organized by faculty members. It has become necessary to streamline the conduct of these events to plan the optimal utilization of Institute facilities. There have also been situations where the accounts of the Conferences & Seminars are not closed and the bank accounts kept alive for many years.

In order to streamline all matters connected with the conduct of conferences / workshops / seminars etc, a procedure has been discussed and approved in the Deans' Committee as given below. This will be implemented with immediate effect.

1. All National & International Conference, Seminar, Workshop etc organized by IIT Madras faculty have to be registered with CCE. A proforma will be made available for submission to CCE Office.
2. On completion of the registration, a registration number will be assigned based on which the Organising Chairman / Secretary will be allowed to open an account in any one of the Banks in the Campus. There shall be atleast two signatories for operating the account. Booking of Institute facilities such as IC & SR Halls, Guest House, CLT, Hostels etc. require the registration number.
3. Any letter to be forwarded for permission from Government (in the case of International Conferences) and letter for sponsorship etc. will be done only after registration number is obtained.
4. A seed money of Rs.50,000/- for international event and Rs.25,000/- for national events may be sanctioned if the Organising Chairman decides to make a request to Chairman, CCE. Seed money is refundable.
5. The Coordinator / Organising Secretary is responsible for smooth conduct of Conference / Seminar. Expenses as deemed fit will be met from the funds collected from sponsors (Govt. & Private). All expenses will be approved by the Coordinator / Organising Secretary.
6. Proper accounts shall be maintained for all income and expenses incurred.
7. On completion of the Seminar, within 3 months an audited account statement will be submitted to CCE. Services of the Accounts Assistants may be used for this purpose on payment of a token honorarium. Many sponsors insist on an audited statement of accounts and a copy of the same shall be submitted to CCE Office also for records.
8. Once the accounts is closed any balance amount left has to be transferred to CCE Conference Account. After the money is transferred to CCE, Organizing committee is defunct. Money may be transferred to DDF (Part or whole) by Organizing Committee before dissolving itself. The CCE money may be restored to another conference with duly constituted Organizing committee by HoD or Director. It is mandatory that the account with the Bank in the name of the Conference is closed two weeks after the submission of audited accounts statement to the CCE.
9. It is brought to the attention of all Conference Organisers that the Institute is also responsible for the funds collected by the organizers using the name of the Institute and for the use of Infrastructure made available for the smooth conduct of the Conference.

Registrar

To

All the Heads of Departments / Centres / Sections

Cc: All Deans

The Director / Dy. Director