**Institutional Procedure for organization of National/ International Conference, by NIT Raipur**

1. **Procedure –** A tentative proposal for the conference should be sent through HOD & Dean (R&C) to the Director for approval in the beginning of the year &final proposal must be sent at least six months before the commencement of the programme. The proposal should invariably contain the following details (a & b):

**a) Course details**

1. Title of the Conference :
2. Theme of the Conference
3. Proposed dates for the Conference:
4. Schedule (Tentative)
5. Objectives of the Conference :
6. Organising department/ departments :
7. Name of the Chairman:
8. Names of the Secretary (Maximum two if National and three if International ):
9. Members of the organizing committee:
10. Detail of the Reviewer Committee:
11. Advisory Committee (National/ International)
12. Expected number of participants (minimum 20 for National/ 40 for international conference; out of which at least 50% participation must be from outside NITRR ):
13. List of invited Keynote speakers /Session Chair (name, designation and address along with the anticipated schedule of their visit; No. of keynote speaker must not be more than 2 for 2 / 3 days conference):
14. Draft copy of the Conference brochure with registration form:
15. Draft copy of the certificate.

**b) Estimated Budget –**

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| S.No. | Type | Number | Receivable Amount | Payable Amount |
| i | Registration fees  (justified) | -- |  | -- |
| ii | Indexing Fee/ Charges |  | -- |  |
| iii | Sponsorship amount ( If any) | -- |  | -- |
| iv | Remuneration for keynote speakers (Rs. 2500 for national and Rs. 5000 for international) |  | -- |  |
| V | TA/DA and Accommodation for experts as per institute norms |  | -- |  |
| Vi | Study Materials (flex, certificate printing, stationary etc.) |  | -- |  |
| Vii | Registration kit (file, folders, pen, notebook, schedule, feedback format etc.) (up to Rs 750 per kit) |  | -- |  |
| Viii | Lunch/Breakfast/High Tea and Snacks |  | -- |  |
| ix | Sapling Plants (@500/- Max.) |  | -- |  |
| X | Mementos (maximum Rs. 2000 per memento for External experts only) |  | -- |  |
| Xi | Awards ( Maximum Rs 1000 per Award ) |  |  |  |
| xii | Institute over head charges (10% of Budget amount or Rs. 5,000 whichever is Maximum) | -- | -- |  |
| TOTAL | | |  |  |

\* 10% variation in the estimated budget will be permissible.

\* Mementos to Institute members should not be given.

2. **Accounts** –

1. The registration and sponsorship amount should be collected in the form of DD/Banker’s cheque in the nameof **Director, NIT Raipur.**
2. Receipts of sponsorship/registration amount will be issued by the account section to the sponsor/participants. Account section will depute a person for collection of registration fees on the inaugural day. Secretary will coordinate.
3. Temporary advances will be sanctioned only for pre-conference activities like printing of brochure stationary, study material, purchase of registration kits, mementoes etc. [The requisition should be sent to Dy. Reg (F&A) who will after scrutiny and suitable recommendation will send it to the Director for approval through Dean (R&C)] The advances will have to be settled within one month after the Conference is over.
4. At the time of settlement of advance, all other bills; where the payment is to be done to the vendors; needs to be submitted to Account Section, at the earliest.
5. The TA/DA and honorarium claims should be submitted in person directly to Registrar for speedy reimbursement.

3. **Coordination –**

Secretary of the Conference will keep a record of the details of the Conference including written feedback forms from the participants. After completion of the program a successful completion report will have to be submitted to the office of Dean (R&C). The report should include a brief write up, details of expenditure, list of participants and list of expert’s along with a few photographs, in hardcopy as well as softcopy

4. **Accommodation, travel and local conveyances –**

1. Institute Guest house may be preferred for accommodations for accommodating the experts.
2. 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 secretary. The vehicle In-charge will look after the payments to be made to the outside agency.
3. The ticket 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.
4. In case of any deviation due to an emergency, the secretary can take suitable action as per govt. norms for which, he will take post-facto approval of the Director at the earliest.

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