

Standard Operating Procedure (SOP)

Organization of Workshop / Seminar / Symposium / Conferences

I. Initiation Phase

1. Proposal Submission

- The Organizing Secretary / Coordinator initiates the event proposal.
- Submit a formal letter to the Vice-Chancellor through the Dean, Research Innovation and Entrepreneurship (DRIE) seeking permission to organize the event.

2. Details to be Included in the Proposal Letter:

- Name of the Organizer with Department.
- Details of the Organizing Committee Members.
- Details of the proposed Budgets, including:
- Anticipated Expenses.
- Expected Earnings: Registration fees, Institutional support, Industry sponsorships, Government funding agency support (if applicable).
- Tentative Schedule/Periodicity of the event.
- Tentative Head-wise Expenditure details for each funding source (if available).

II. Execution Phase

Upon Receipt of Sanction Letter(s) from Funding Agency(ies):

Case – 1: No Temporary Advance from Institute Required: Please conduct the event.

Conduct of Event

- Organize the event and incur expenses strictly under the approved budget heads.

Settlement Process

- Ledger Opening at office DRIE
- Obtain the ledger number
- Submit all original bills/invoices to the Finance Section for settlement (both hard copies and ERP).
- Obtain the Project Ledger from the Accounts section (DRIE).
- Prepare and submit the Statement of Expenditure (SE) and Utilization Certificate (UC) to the respective funding agencies.

Case – 2: Temporary Advance from Institute Required

Please follow these steps:

1. Advance Request

- Based on the approved Schedule of Expenditure (S.O.), submit a request for temporary advance to the Vice-Chancellor through DRIE (refer previous VC approval).

2. Conduct of Event

- Organize the event and incur expenses strictly under the approved budget heads.

3. Settlement Process

- Ledger Opening at office DRIE
- Obtain the ledger number
- Submit all original bills/invoices to the Finance Section for settlement (both hard copies and ERP).
- Obtain the Project Ledger from the Accounts section (DRIE).
- Prepare and submit the Statement of Expenditure (SE) and Utilization Certificate (UC) to the respective funding agencies.

III. Completion Phase

Final Settlement

- Upon receipt of the balance fund from the agency, settle the advance received from the Institute.

Important: Procurement and Expenditure Guidelines:

- If a single-day payment to any single party exceeds ₹15,000, obtain prior approval as per Institute norms.
- Collect at least three quotations from different vendors.
- Prepare a comparative statement for evaluation.
- Get the Organizing Committee's approval before placing any orders.
- For cases requiring a single quotation, obtain written approval from the Organizing Committee in advance.
- If procurement is not carried out through the Purchase Department, ensure complete documentation is maintained for audit compliance.

Documentation Checklist

- VC approval letter (routed through DRIE).
- Sanction Letter from funding agency.
- Vendor quotations and comparative statements.
- Bills/invoices, payment proofs.
- Attendance sheets, event photos for reporting.
- Project ledger from Accounts.
- SE and UC documents.
- Final report to funding agency (if required).