<u>Center for Continuing Education, IIT Hyderabad.</u>

<u>Guidelines for Organizing Conferences/Workshops/ Symposiums/Certificate programs</u>

<u>STEP 01: Registering the Events/Programs with CCE:</u>

- The faculty coordinator/ organizer is requested to register the event by submitting the event registration form (link to download the forms → CCE Forms) through the proper channel. Once the form is approved by the Chair, CCE and a unique registration number will be assigned.

- The Overheads for the various events will be levied as per the OM's (Overheads OM Link: Overheads OM New) issued and mentioned below.

- Guidelines for Distribution of Overheads from Outreach Programs and Conferences/ Workshops/ Symposiums/ Certificate Programs will follow the following OMs:

  1. OM No. ITH/BoG-45-45.6.1/2024/21 dated 17-04-2024

  2. OM No. IITH/BoG-37-24&25/2021-22/02 dated 24.02.2022 (Annexure-1)

  3. OM No. IITH/BoG-44 & 45/2023-24/18 dated 14.03.2024 (Annexure-2)

  4. Latest: OM No. IITH/BoG-48-48.1/2024/53 dated 29-11-2024

These OM s can be downloaded from the CCE website or obtained from the IITH Intranet.

- GST as per the Government of India norms be collected on the registration fee and the sponsorship amounts. As of now 18%

- A brochure or Website of events can be shared with the CCE and the PRO section to publicize the event on the CCE, IITH pages, and IITH social media platforms.

<u>STEP 02: Operating the funds:</u>

- All the financial transactions related to the program are to be carried out through the CCE office only.

- Event organizers will be able to collect sponsorship and registration fees through the CCE bank account through the payment links created by the CCE, making the process much easier for both the organizers and the participants.

- The CCE Office will help to create fee collection links, sponsorships, and tax invoices.

- The event organizers will have access to the fund statement and can utilize it by submitting the appropriate payment forms along with all the original bills.

- For all expenditures, appropriate institute guidelines (e.g., Original Bills with seal and signature, GST bills, Boarding Passes, Cheaper fare screenshots, booking through authorized dealers, etc.) must be followed strictly.

- We request that the organizers complete the total expenditure related to the event within 60 days of the event's completion.

To receive payments from companies or other non-governmental sponsors:

- CCE requires the registered name, address, PAN No, TAN No. & registered GST No. of the company concerned.

- CCE will raise an invoice to the company as per the agreed-upon schedule, and funds will be received in the CCE bank account. After paying GST through IITH and deducting the Overheads, the remaining funds can be utilized by the faculty for the event.

- The CCE will raise all the invoices through F&A Section IIT Hyderabad.

To receive payments from government agencies:

- CCE helps in submitting the applications for sponsorships to the government sponsoring agencies and prepares vendor registration forms, ECS mandate, etc., as requested by the sponsoring agency.

- We request the organizers to share the sanction letter of the sponsoring agency as we must follow the guidelines issued by the sponsoring agency for the expenditure.

- After the expenditures are closed, the CCE office will prepare the utilization certificate and the Statement of expenditures in coordination with the organizers.

- We request the organizers to submit the expenditures within 30 days of the completion of the event when funded by the government sponsoring agencies, as most agencies ask to submit the UC and SoE within 30 days after the completion of the event.

To receive a registration fee from individuals:

- The conference organizers are requested to define the details of the fee to be collected, the fee per category, and any other conditions to be implemented. CCE will create a payment link to collect registration fees, and this form will be linked through a payment gateway to the CCE bank account. The CCE office will share the data with the organizers to check the receipts.

- It is recommended to advertise only this form to participants and no other, as this allows for easy payment tracking.

- CCE will issue receipts for the payments received from individuals.

STEP 03: <u>GST Rules</u>

- Compliance with GST regulations is mandatory. GST rules can be quite complicated and dynamic and liable to change over time. The CCE office will endeavor to keep up with the latest rules by working closely with the F&A Team.

- The CCE office will work with faculty to ensure compliance, and we request your cooperation and understanding of any GST-related issues.

- All registration fees or any other fee collected are levied 18% GST.

- All sponsorship money from non-government sources is levied 18% GST. Sponsorship from abroad, paid in foreign currency, does not attract GST. Similarly, sponsorship from government agencies (such as DST) does not attract GST.

- Apart from the cases described above, there may be other situations where GST is waived. However, it is not possible to list them all and they must be studied on a case-by-case basis.

STEP 04: <u>Handling Expenditure through CCE:</u>

- The CCE will process all the payments upon submitting the appropriate forms to the CCE, along with the original bills and the other required documents.

- If vendors provide services and invoices for payment, these can be submitted to CCE along with Advance settlement/reimbursement forms for settling. Please allow up to 5 to10 working days to settle any bill.

- Organizers can seek the help of their departmental office for processing/preparing the reimbursement forms/advance settlement forms, etc. On completion of the program, all the bills along with the reimbursement/advance settlement forms related to it have to be submitted to CCE, preferably within 2 weeks.

- Link for the CCE Forms: (link to download the form - [CCE Forms](#))

STEP 05: <u>Conclusion of the Event accounts:</u>

- A small report of the event along with the photographs, to be submitted to the CCE office

- UC and SoE, if any, to be issued can be taken by the CCE in coordination with the organizers upon the request.

<u>International Events:</u>

In addition to the above-mentioned guidelines, specific norms to be followed for international events are as mentioned below.

- Any conference, workshop, or symposium with international participants, registrations, and speakers (online or in-person) will be deemed an international conference. Conferences conducted by societies or professional bodies outside India at least once are also treated as international conferences.

- Everything else is a national conference/event.

<u>Government Approvals for International Conferences:</u>

- All international conferences must get the approval of the Ministry of Education and Ministry of External Affairs (MEA) to enable all participants to obtain a conference visa for travel to India.

- The visa process is coordinated by the office of the Registrar, IIT Hyderabad, and the CCE Office will provide all necessary forms to be filled out.

- The time needed for MEA approval is unpredictable and takes anywhere between 10 days and 4 months. Conference organizers are encouraged to start the process 6 months before the conference date. If the organizers start late, there is a substantial risk of not obtaining the approvals on time, making it difficult for international delegates to obtain visas for travel.

- Further, MHA approvals are needed for participants from Iran, Pakistan, Afghanistan, Iran, Iraq, China, PRC countries, etc. In this case, the data should reach the ministry at least four months before the event.