STEP 01

Registering the Events/Programs with CCE

- The faculty Organizer should submit the details of the programme in the registration form (available in the CCE forms page- https://cce.iith.ac.in/forms.html) along with the Dept. HoD Signature, which will approved by Chair, CCE and a unique registration number will be assigned.
- The Overheads for the various events will be levied as per the OM's issued and mentioned below. 18% GST to be collected on the registration fee and the sponsorship amounts.
- Guidelines for Distribution of Overheads from Outreach Programs and Conferences/Workshops/Symposiums/Certificate Programs:
    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)
- Brochure/Webpage of the events can be shared with the CCE to publicize the event in the CCE, IITH pages and IITH social media platforms.

STEP 02

Operating the funds

- Event organizers will be able to collect sponsorship and registration fees through CCE bank account only. The old procedure of setting up individual conference bank accounts has been discontinued.
- CCE Office will help in creation of fee collection links, Performa invoices for sponsorships and tax invoices.
- The event organizers will have visibility to the funds available & be able to spend by submitting the payment forms along with all the original bills.
- While spending the amounts, institute guidelines (Original Bills with seal and sign, GST bills, Boarding Pass, Cheaper fare screen shots, booking through authorised dealers etc.,) to be followed strictly.

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

- We will need 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 schedule agreed and funds will be received into the CCE bank account. After payment of GST through IITH and deducting the Overheads, the remaining funds can be utilized by the faculty for the event.
- Faculty members are requested not to issue invoices directly. Every receipt of money needs an invoice as per the GST rules.

To receive payments from government agencies:

- We will need the registered name, address, PAN No, TAN No. & registered GST No. of the company concerned.

- CCE will raise an invoice to the agency as per the schedule agreed and funds will be received into the CCE bank account.

To receive registration fee from individuals:

- The conference organizers should define the details of fee to be collected, the fee per category and any other conditions to be implemented. CCE will create the payment link to collect registration fee and this form will be linked through a payment gateway to the CCE bank account. The CCE office will be sharing the data with the organizers to check the receipts.
- It is recommended to advertise only this form to participants and none other as this allows for easy payment tracking.
- Receipts will be issued by CCE for the payments received from individuals.

STEP 03

GST Rules

- Compliance with GST regulations is mandatory. GST rules can be quite complicated, dynamic and liable to change with time. The CCE office will endeavour to keep up with the latest rules by working closely with the F&A Team.
- The CCE office will work with faculty for compliance, and we request your cooperation and understanding with any GST related issues.
- All registration fees or any other fee collected is 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 have to be studied on a case-by-case basis.

STEP 04

Handling Expenditure through CCE

- Event/Program organisers will process all expenses using CCE as the conduit. They never have to deal with F&A directly even though we are required to follow Institute purchase rules.
- 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 10 working days to settle any bill.
- Organizers can take 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 the program have to be submitted to CCE, preferably within 2 weeks.

STEP 05

Conclusion of the Event accounts

- 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 event organisers by consulting the CCE Office.

International Events:

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

What is an international conference/event?

- Any conference/workshop/symposium with international participants/registrations and speakers (on-line or in-person) will be deemed an international conference.
- Everything else is a national conference/event.

Government Approvals for International conferences

- 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 that need to be filled out.
- Time needed for MEA approval is unpredictable and takes anywhere between 10 days to 4 months. Conference organisers are encouraged to start the process 6 months prior to the conference date. If the organisers start late, there is a substantial risk of not obtaining the approvals on time, making it difficult for international delegates to obtain the visa for travel.
- Further, MHA approvals are needed for participants from Iran, Pakistan, etc and in this case the data should reach the ministry at least 4 months' prior the event.