

Dated- 28th January, 2022

F. No.67- 11 /IDC/GOC/POLICY-4/2021-22

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



Grant for Organizing Conference – Offer Letter

To

The Registrar / Director / Principal
Chaitanya Bharathi Institute of Technology,
Vidyanagar, Pallavolu Village, Proddatur, Chapadu
Mandal, YSR-District, Cuddapah,
Andhra Pradesh-516362
✓ [PID: 1-4240341]

Subject: Offer of Financial Assistance to conduct conference under the scheme AICTE-GOC).

Sir/Madam,

With reference to the proposal submitted by your institute under the scheme **Grant for Organizing Conference (GOC)** regarding financial assistance for conducting the conference it is informed that the proposal has been provisionally recommended by the Council as per the details given below:

1.	Title of Conference:	NCEVI
2.	Mode of Conference:	Online Conference
3.	Level of Conference:	National
4.	Proposed date & duration by institute:	9th to 10th May, 2022
5.	Name of Coordinator:	Dr. . Saravanan
6.	Name of Co-Coordinator:	Saravanan Sooriyaprabha
7.	Maximum amount offered:	Rs. 50,000/-

The said offer is as per the norms and guidelines of the scheme as well as subject to the following terms and conditions: -

I. Release of funds

- The amount will be released on receipt of requisite documents after successful conduct of the Conference.
- This offer is issued in exercise of the powers delegated to the Council and other terms and condition laid down in the guidelines of the scheme.

II. Limit of Funding

- The grant from AICTE will be **one-third (limited to Rs. 50,000/-)** of the total expenditure incurred for organizing the Conference and rest amount i.e. two-third of total expenditure will be managed by institute itself.

III. Utilization of funds

- 10% of the funds offered by AICTE should have been utilized for registration fee of participants belonging to SC/ST category.
- At least 15% and 25% participation from other states is must for onsite conference and online conference respectively.
- Papers from host institution should not have been more than 10% of the total papers.

- d. Coordinator will maintain an electronic record of papers, participants, their institution & its location, to ensure that norm of Pan-India participation, overseas participants in International Conferences and papers from local faculty, are adhered to and also shared with AICTE.

IV. Maintenance of accounts

- a. The institute shall strictly follow the provisions laid down in the scheme document and this offer letter. All correspondence related to the conference must contain the number of this letter alongwith year of sanction of the conference failing which correspondence will not be entertained.
- b. The institute shall maintain proper accounts of the expenditure and the Council or its nominee shall have the right to check/ verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned.

V. Documents to be uploaded on AICTE Dashboard/ Portal

On receipt of offer :

The Acceptance Letter with dates of Conference, within 7 days from the date of receipt of the offer letter duly signed and seal affixed by Coordinator and Head of the Institutions along with permission/clearance of Govt. of India for Organizing Conference.

After conduct of the Conference:

Institute has to fill up Report on AICTE dashboard/ portal and upload following documents:

- a. Copy of proceedings of conference
- b. Feedback of the participants.
- c. Geotagged photographs (maximum 15) of the conference.

VI. Submission of documents by institute after conduct of conference

The following documents must be submitted to AICTE within a period of one month, from the date of conduct of Conference for reimbursement of the grant:

- a. Utilization Certificate and Statement of Expenditure in prescribed format duly audited by the Chartered Accountant in the case of a private institution and by the Finance Officer/Account Officer in respect of government/government- aided institution.
- b. Supporting bills/documents on account of expenses incurred for the purpose duly attested by the Head of the Institute.
- c. Soft copy of final report submitted on portal as mentioned above (in section V).

VII. General instructions

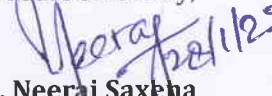
- a. Any change in the programme for holding Conference, change of Coordinator name, Venue and Date should be effected only after prior approval of the Council, failing which the sanction for the grant already issued would be treated as automatically withdrawn.
- b. The assets acquired wholly or substantially of the AICTE's grants shall not be disposed or encumbered or utilized for the purposes other than those for which it was given without proper sanction of the Council and should, at any time the Institution ceased to function, such assets shall revert to the AICTE.
- c. The beneficiary institute will make best efforts to promote the scheme by mentioning the sponsorship/ support from AICTE, carrying the Logo of AICTE in conference and other means.
- d. The beneficiary Institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOI GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed while spending for the event.

Dated- 28th January, 2022

F. No.67- 11 /IDC/GOC/POLICY-4/2021-22

- e. In respect of international conference, additional guidelines at **Annexure-I** should have been followed.
- f. In respect of Online/ e-Conference, additional guidelines at **Annexure-II** should have been followed.
- g. This offer letter may be used for seeking financial support/sponsorship from Institute/Professional body/Institute

Yours sincerely,


Dr. Neeraj Saxena
Adviser (IDC)

Copy forwarded for information and necessary action to:

1. **Name and Address of the Coordinator**
Dr. . Saravanan
Chaitanya Bharathi Institute of Technology,
Vidyanagar, Pallavolu Village, Proddatur,
Chapadu Mandal, YSR-District, Cuddapah,
Andhra Pradesh-516362
2. **Name and Address of the Co-coordinator**
Saravanan Sooriyaprabha
Chaitanya Bharathi Institute of Technology,
Vidyanagar, Pallavolu Village, Proddatur,
Chapadu Mandal, YSR-District, Cuddapah,
Andhra Pradesh-516362
3. **Guard File**