



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

(शिक्षा विकास मंत्रालय भारत सरकार द्वारा स्थापित)

सैक्टर-81, नॉलेज सिटी, पो. ओ. मनौली, एस. ए. एस. नगर, मोहाली, पंजाब - 140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Estd. By Ministry of Education, Govt. of India)

Sector – 81, Knowledge City, P.O. Manauli, S.A.S. Nagar, Mohali, Punjab -140 306

• Phone : +91-172-2240124 • Fax : +91-172-2240124 • <http://www.iisermohali.ac.in>

IISER/REG-25/ADMN./ 704

02.05.2025

OFFICE MEMORANDUM

It is being notified that the process of organizing academic events such as conferences, symposia, workshops, and schools will henceforth be governed by the guidelines specified herein.

To oversee the fund and its intra-departmental allocation, each department shall constitute a committee of 4-5 faculty members, including the Head of the Department. While allocating funds for an event, the committee should take into account the scale of the event, such as the number of national and international participants, and its duration. The budget allocated to each department is Rs. 8 lakhs per financial year. However, no single event shall exceed a budget of Rs. 4 lakh.

Event organizers are required to propose the event by filling a prescribed form (Annexure 01), detailing the nature of the event and the kind of support sought (financial assistance, accommodation, venue, etc.).

For financial support, the Head of the Department must endorse the amount allocated by the departmental committee for each specific event.

It is advisable to plan such events well in advance to avoid scheduling conflicts related to venue and accommodation. In cases of such conflicts, the approval may not be granted despite an endorsement from the Head of the Department.

If you are looking for accommodation in rooms in student hostels, please enquire about the availability and types of rooms from the Office of the Dean (Students), before planning your event.

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Budget Guidelines

1. Financial support is **inclusive** of VH/Hostel accommodation/meals; and venue charges wherever applicable.
2. An amount up to 75% of the **difference** between the approved institutional support and VH/Hostel/venue charges can be taken as an advance. For example, if the approved institutional support is Rs. 2 lakhs, of which Rs. 80,000 is the expected VH/Hostel/venue charge then Rs. 90,000 (which is 75% of Rs. 1,20,000) can be released as an advance.
 - a. After meeting all expenses, in case there is a deficit after final adjustments, the deficit amount, or the remaining 25%, whichever is less, will be released.
 - b. After meeting all expenses, in case there is a surplus, then an amount which is equal to the minimum of the following must be returned to the institute.
 - i. Surplus balance from all sources.
 - ii. The approved institutional support.
3. Institutional funds must be utilized strictly in accordance with the GFR.
4. If funds are also received from other government agencies, those should likewise be utilized as per GFR, unless otherwise mentioned by the funding agency.

Venue

- The default venue for such events is IISER Mohali.
- If the event is organized outside IISER Mohali, a justification must be provided. In such cases, the institute may offer financial support up to Rs. 1 lakh.





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Post-Event Reporting

Within one month of the event's completion, the organizer must submit a short report, including an account of the institutional support spent, and statement of expenditure to the Office of Dean R&D.

This notification shall come into force with immediate effect.


Registrar

Annexure 01: Form for submitting proposal for organizing seminars/workshops/schools/conferences

Copy to:

Director's Office

Registrar's Office

All Deans

All Heads of the Departments

Deputy Registrar

Assistant Registrars (Accounts, Visitor Hostel and Academics)

Faculty

Inspire Faculty

Annexure 01: Form for submitting proposal for organizing seminars/workshops/schools/conferences



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(मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित)
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Proposal for Organizing Seminars/ Workshops/ Schools/ Conferences

Title of the Event:

Name/s of the proposer/Organizer: _____ **Department/s:** _____

Name/s of the Co-Organizer: _____ **Department/s:** _____

No. of Participants from India:

a) Faculty/Scientists: _____ b) Post Docs/RA: _____ c) Students (UG/PG/PhD): _____

No. of Participants from abroad:

a) Faculty/Scientists: _____ b) Post Docs/RA: _____ c) Students (UG/PG/PhD): _____

Period of the event: From _____ to _____ **Total Number of Days:** _____

Budget Estimate:

Total Budget for the Seminar/ Workshop/ Meeting/ Conference:

Budget Breakup Table:

A. Institutional Support

Amount Asked for	Amount Allocated	Signature of the Head of the Department

B. From other Funding Agencies

Sl.	Source/Funding Agency	Amount asked for	Amount Sanctioned	Remarks*

Other Details

Particular	Requirement	Verification from concerned authority
A. Accommodation		
Visitors' Hostel	Number of Suites: Number of Standard Rooms:..... Dates: From ____ To ____	Rooms that are available and blocked for the event. Suites: @ Rs...../night Rooms:.....@ Rs...../night <i>(Breakfast and meals will be charged additionally)</i> Total Charges for accommodation: In-charge VH
Student's Hostel	Number of Rooms: Gender: (Male__ & Female__) Occupancy:(Single_/ Shared_) Guest Rooms: Dates: From _____ To _____	Rooms that are available and blocked for the event. Rooms (Single)..... @ Rs...../night Rooms (Shared)..... @ Rs...../night Guest Rooms @ Rs...../night Total Charges for accommodation: Dean Students'
B. Venue		
Lecture Hall Complex	Lecture Hall Number: Dates: From ____ To ____	Requested lecture hall(s)/Room(s) is/are available and blocked for the event. Charges/day Total Charges for venue:
Academic Block	Room Number: Dates: From ____ To ____	Dean Academics
NKN Room	Dates: From ____ to ____	The NKN Room is available and blocked for the event. Head CC

VH Conference Room	Dates: From _____ to _____	Requested Conference Room is available and blocked for the event. Charges/day Total Charges for venue: In-charge VH
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Date:

Signature of the Organizer

Allocated amount – Total Charges	<i>(75% of this amount can be taken as advance)</i>
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Head of the Department

Dean R & D

Director

Cc: 1. The Registrar
4. Dean Faculty

2. Dean Academics
5. In-charge VH

3. Dean Students
6. Executive Engineer