

Dated: 25<sup>th</sup> June, 2020

F. No.67-27/IDC/GOC/POLICY-6/2019-20

**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](http://www.aicte-india.org)



**GOC - Sanction Letter for E-Conference**

To

The Director/ Principal/ Registrar  
Sasmira's Institute of Management Studies &  
Research, Sasmira Marg, Worli, Mumbai,  
Maharashtra-400030

**Subject:** To organize Conference in online mode i.e. **E-Conference** under the scheme **Grant for Organizing Conference (GOC)**-reg.

Sir/ Madam,

With reference to the proposal submitted by your institute, this is to convey that an amount of Rs. **1,66,667/- (Rupees One lakh sixty six thousand six hundred sixty seven only)** was sanctioned and released to your institute in the month of May-2020 for organizing Conference under the scheme **Grant for Organizing Conference (GOC)**, as per details given below:

1.	Name and address of the Beneficiary Institution:	<b>Director/ Principal/ Registrar</b> Sasmira's Institute of Management Studies & Research, Sasmira Marg, Worli, Mumbai, Maharashtra-400030
2.	Permanent ID of Institute:	1-4064151
3.	Title of Conference:	Technology, Innovation & Entrepreneurship: Recent trends and practices
4.	Name of Coordinator:	Dr. Tandon Kamal

The grant was released to the institute's account as per details given in table below:

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AAAT T427 1E	STATE BANK OF INDIA	WORLI (NORTH) MUMBAI	NIRLON HOUSE, DR. ANNIE BESANT ROAD WORLI MUMBAI	SASMIRAS INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH	Saving Account	3150852 1041	SBIN000 290

The grant was released to organize the conference in physical mode, but due to outbreak of COVID-19, the Council has decided to give option to the institutions to organize the conference in online mode only i.e. E-Conference with additional terms and conditions.

**Note:**

1. If your institute has organized the conference in the stipulated time, then you are intimated to submit the requisite documents along with balance amount, if any.
2. If your institute has not organized the conference after receipt of grant, then you are allowed to organize the conference in online mode i.e. E-Conference within 6 months of receipt of this letter.
3. If your institute does not want to organize the **E-conference**, then you are required to refund the complete grant along with the interest accrued thereon.
4. The grant from AICTE will be **Rs. 50,000 or 1/3<sup>rd</sup> of the total expenditure incurred** for organizing the **E-Conference**, whichever is lesser. Rest amount is required to be refunded to AICTE.

## **The instructions/guidelines to be followed by College/Institution**

### **I. Limit of Funding**

- a. The grant from AICTE will be **Rs. 50,000** or **1/3<sup>rd</sup> of the total expenditure incurred** for organizing the **E-Conference**, whichever is lesser.
- b. The balance amount should be immediately refunded to AICTE with interest accrued thereon.

There may be the following expenditure heads under **E-Conference**:

- a. Certificate/Brochure and other documents designing.
- b. Conference website designing & updating.
- c. Honorarium to Experts/ Resource Persons.
- d. Publication of proceedings.
- e. Miscellaneous.

### **II. Submission of documents by college/institution to AICTE on receipt of this letter/grant**

- a. The Acceptance letter with dates for **Organizing E-Conference** should reach this office within 15 days from the date of receipt of this **Sanction Letter** duly signed and sealed by Coordinator and Head of the institution along with permission/clearance of Govt. of India for organizing E-Conference.

### **III. Maintenance of accounts**

- a. The Institute shall strictly follow the provisions laid down in this Letter No. F. No. 67-27/ IDC/GOC/Policy-6/2019-20 dated: 25-06-2020 issued by this office. All correspondence related to the conference must contain this number along with year of sanction of the conference failing which correspondence will not be entertained.
- b. Funds covered by this grant shall be kept separately and would not be mixed up with other funds, so as to know the amount of interest accrued on the grant.
- c. The University/College/Institute shall maintain proper accounts of the expenditure out of the grant.
- d. 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.

### **IV. Refund of grant to AICTE (by way of a demand draft in favour of Member Secretary, AICTE, New Delhi)**

- a. In case the event is cancelled or institute does not want to organize the E-Conference, the fund released should be immediately refunded to AICTE with interest accrued thereon.
- b. The grant shall be refunded to AICTE if the Letter of Approval (LOA) or Extension of Approval is not issued by AICTE to the institute for the academic year 2019-20.
- c. The proposed/approved **E-Conference** shall be conducted within 6 months from the date of receipt of this letter. If **E-conference** is not conducted within stipulated time period, the released amount, along with interest accrued thereon, has to be necessarily returned to AICTE within one month, failing which penalty @ 18% will be levied.
- d. Interest accrued on the grant released, shall be refunded to AICTE.
- e. No payment is permissible against the conference **already conducted** before the receipt of grant. Institutions are liable to refund the grant if received after the conduct of conference and have no plan of conducting the **E-conference** ahead.
- f. As AICTE needs adequate time for depositing the Demand Draft in the bank, the same be immediately dispatched to avoid any lapse of the validity period.

### **V. Submission of documents by college/institution to AICTE after conduct of conference**

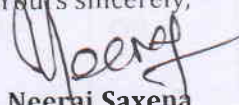
The following documents must be submitted to AICTE within a period of one month, from the date of conduct of Conference:

- a. Feedback form in the prescribed proforma.
- b. Original Statement of actual Expenditure & Utilization Certificate in the prescribed proforma duly signed by the Head of the institution and countersigned by Registrar/Finance Officer/Govt. Auditor. In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed by a Chartered Accountant (with membership no., full address & stamp). Photocopies of formats are enclosed.
- c. Copy of the proceedings/Project completion report.
- d. Attested photocopies of supporting vouchers/bills of expenditure incurred for Organizing Conference.
- e. Soft copy of photographs of conference.
- f. One video of 1-minute duration mentioning: (i). Introduction of the Coordinator mentioning the name and state of institute. (ii). Conference details and achievements attained through Conference (iii). How the Conference was beneficial to students, faculty and institute? (iv). Thanking message for AICTE support.

#### VI. General instructions

- a. Any Change in the programme for holding Conference, change of Coordinator name, Venue and Date should be effected with 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 All India Council for Technical Education'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 All India Council for Technical Education.
- 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 grantee 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 during utilization of grant.

Yours sincerely,

  
Neeraj Saxena  
Advisor (IDC)

Copy forwarded for information and necessary action to:

**1. Name and Address of the Coordinator**

Dr. Tandon Kamal,  
Sasmira's Institute of Management Studies &  
Research, Sasmira Marg, Worli, Mumbai,  
Maharashtra-400030

**2. Guard File**