

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

F. No. 67-15/IDC/GOC/POLICY-2/2024-25/A

Dated- 23 June 2025

To

The Registrar / Director / Principal
CHANDIGARH ENGINEERING COLLEGE-CGC,
LANDRAN, MOHALI
V.P.O.LANDRAN TEHSIL- KHARAR
DISTT. MOHALI, MOHALI, MOHALI,
Punjab, 140307

Institution PID: 1-33367191

Subject: Offer of Financial Assistance to conduct conference under the AICTE Quality Improvement scheme -Grant for Organizing Conference (GOC).

Sir/Madam,

With reference to the proposal submitted by your institute under the AICTE Quality Improvement scheme -**Grant for Organizing Conference (GOC)** regarding financial assistance for conducting the conference, it is informed that the proposal has been recommended by the Expert Committee and approved by the Council as per the details given below:

1.	Title of Conference:	Innovation in Communication Computing and Sciences ICCS
2.	Level of Conference:	Category A
3.	Proposed date & duration by institute:	13-11-2025 TO 14-11-2025, 2 DAYS
4.	Name of Coordinator:	Dr. Sukhdeep Kaur
5.	Name of Co-Coordinator:	Dr. Bhawna Tandon
6.	Maximum amount granted:	One third of total expenditure incurred for organizing the Conference limited to Maximum of Rs.300000/- (Rupees Three Lakh Only)

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** of the total expenditure incurred for organizing the Conference **(limited to maximum of Rs.300000/-)** and rest amount i.e. two-third of total expenditure should be managed by institute itself.

III. Utilization of funds

- a. Up to 10% of the funds offered by AICTE should be utilized for registration fee of participants belonging to SC/ST category.
- b. At least 15% and 25% participation from other states is must for onsite conference and online conference respectively.
- c. Papers from host institution should not be 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.
- b. All correspondence related to the conference must contain the number of this letter along with year of sanction of the conference failing which correspondence will not be entertained.
- c. 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 which are to be uploaded on AICTE Dashboard/ GOC Review Portal

On receipt of offer:

The Institute must upload/send us Acceptance Letter with dates of Conference, within 7 days from the date of receipt of this 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 the Report on AICTE dashboard/ GOC Review portal and upload following documents:

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

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:

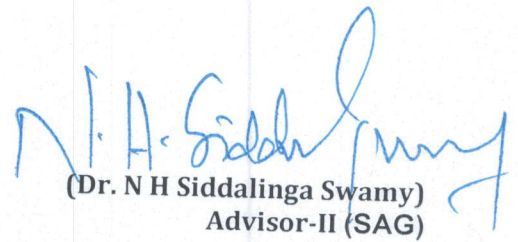
- a. Statement of Expenditure in prescribed format duly audited by the Chartered Accountant in the case of a private institution and by the Finance Officer/Account Officer in respect of government/government-aided institution.
- b. Supporting bills/documents on account of expenses incurred for the purpose duly attested by the Head of the Institute.
- c. Soft copy of final report submitted on GOC Review 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 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 beneficiary Institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOI GFR rules .Income tax act and GST act should be followed for deduction of TDS where ever applicable and should be followed while spending for the event.
- e. In respect of international conference, additional guidelines at **Annexure-I** (scan QR code) should have been followed.
- f. In respect of Online/ e-Conference, additional guidelines at **Annexure-II** (scan QR code) should have been followed.


(Dr. N H Siddalinga Swamy)
Advisor-II (SAG)

Copy forwarded for information and necessary action to:

1. Name and Address of the Coordinator
Dr. Sukhdeep Kaur
CHANDIGARH ENGINEERING COLLEGE-CGC,
LANDRAN, MOHALI
V.P.O.LANDRAN TEHSIL- KHARAR
DISTT. MOHALI, MOHALI, MOHALI,
Punjab, 140307,
Punjab
2. Name and Address of the Co-coordinator
Dr. Bhawna Tandon
CHANDIGARH ENGINEERING COLLEGE-CGC,
LANDRAN, MOHALI
V.P.O.LANDRAN TEHSIL- KHARAR
DISTT. MOHALI, MOHALI, MOHALI,
Punjab, 140307,
Punjab
3. Guard File
4. QR Code for Scheme Guidelines.