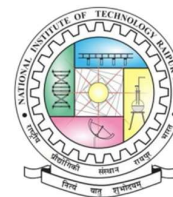




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**Guidelines for Conducting Conferences (w.e.f. April 2024)**

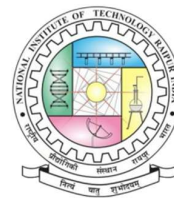
- Office of Dean (R&C) shall call for proposals in the month of May - June. However, the departments are advised to plan the conference proposals well in advance.
- The Head of the Departments will compile and forward the themes and tentative dates of National Conference(s) to be organised in the same financial year and that of International Conference(s) to be organised preferably in the subsequent financial year. A Department should refrain conducting two conferences with in a period of one month.
- The approved number of Conferences shall be communicated to the Department at the earliest by the Office of Dean (R&C).
- The proposal for the Conference should be sent through the Head of the Department (to the Dean (R&C) for administrative approval from the Director), at least 6 months before the proposed date of the National Conference and 1 year before the proposed date of the International Conference.
- Conference may be proposed jointly with other Departments (within Institute or outside the Institute / in collaboration with relevant academic society). Organizing Secretary(ies) from other reputed Institutions may also be co-opted.
- The Conference proposal(s) must necessarily include the academic, administrative and financial details, strictly as per the Annexure-1 and Annexure-2.
- Plenary, Keynote and Invited speakers should preferably join the conference in-person.
- The website / webpage of the conference should be prepared after the administrative approval has been accorded by the Competent Authority.
- Organisers should seek sponsorship from various sponsoring agencies mandatorily. The sponsors may be encouraged to sponsor various expenditure heads (conference kit, conference dinner *etc*). All efforts should be made to utilize the sponsorship amount completely. Utilization Certificate should also be submitted to the sponsoring agency, if requested.
- The organizers should arrange for online manuscript submission and review system like, *EquinOCS etc*. Reputed publishers should be contacted for the publication as Conference Proceeding/ Special Issue/ Book Chapter as per the Annexure-3.

- For the approved conference, *Institute Support amount of Rs. 50,000/- for National Conference / Rs. 1,00,000/- for International Conference* will be provided which may be taken as advance.
- The organizers may apply for additional advance against the committed sponsorship amount.
- The Organizers should:
  - Identify suitable venues, if required, for the parallel Conference Sessions.
  - Arrange for publicity of the Conference: All the flexes/ banners should be placed at the Institute's assigned places only. The conference kit should contain a soft copy of *Research Profile of the Institute* and other publicity material(s) of the Department, Institute, Sponsors' brochures *etc.*
  - Arrange for the accommodation, travel and local conveyance (as per the Annexure-3).
  - Apply for the relevant Ministries' approval for the International Conference (as per the Annexure-4). Consolidated financial approval should be taken only after receiving the approval from the Ministry for International Conference.
  - Adhere to the *protocols* for the Inaugural Session (*National Song & National Anthem*), Vote of Thanks and Valedictory Session.
  - Submit Conference Report to the Office of Dean (R&C) as per the Annexure-3.
  - Submit the bills to the Accountant at the Office of Dean (R&C) as per the Annexure-3.

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**Annexure-1**

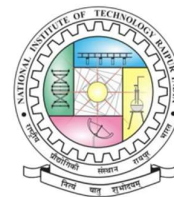
**Academic and Administrative Details of the Conference**

- Title of the Conference:
- Objectives of the Conference:
- Proposed dates for the Conference:
- Schedule of the Conference (Tentative):
- Organising Department(s)/Institute(s)/Society (ies):
- Name of the Chairman:
- Names of the Secretaries (Maximum three for the National and four for the International):
- Members of the Organizing Committee:
- Detail of the Reviewers' Committee:
- Detail of the Advisory Committee (National/ International):
- Expected number of participants (40 nos. for National / 50 nos. for International Conference; out of which at least 50% participation must be from outside NIT Raipur):
- List of Invited / Keynote / Plenary Speakers (Name, Designation and address along with the anticipated schedule of their visit):
- Draft copy of the Conference brochure with registration form:
- Draft copy of the Certificates:
- Details of pre-Conference Workshop / Training Program (if any):

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**Annexure-2**

**Tentative Financial Details**

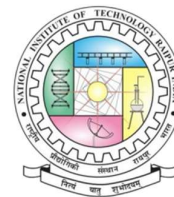
S.No	Type	Number	Receivable Amount	Payable Amount
i	Registration Fee	--	--	
ii	Indexing Fee / Charges	--	--	--
iii	Sponsorship amount expected (with tentative list of Sponsors)	--	--	
iv	Remuneration for Plenary/Key-note/Invited Speakers (Maximum Rs. 5000/- for National and Rs. 8000/- for International Conference per Speaker)	--		--
v	TA/DA and accommodation for experts as per Institute norms			--
vi	Study Materials (flex, certificate printing, stationary, etc.) charges			--
vii	Registration kit (pen-drive, file, folders, pen, notebook, schedule, feedback format etc.) charges			--
viii	Lunch/ Breakfast/ Dinner/ High Tea and Snacks charges			--
ix	Sapling Plants charges			--
x	Mementoes charges			--
xi	Amount for Awards			--
xii.	Venue booking charges (if any)			--

xiii.	Expenses for visiting place(s) of tourist interest (if any).			--
xiv.	Details of Pre-Conference workshop/ training program (if any). [Additional sheet may be attached for details]	--	--	--
xv.	Institute Overhead Charges: Rs. 10,000/- for National Conference and Rs. 15,000/- for International Conference.			--
<b>Grand Total</b>			<b>Rs.</b>	<b>Rs.</b>

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**Annexure-3**

**GENERAL INSTRUCTIONS**

**1. Registration Portal and Conference Publication**

The Organizers shall arrange for online manuscript submission and review system like *EquinOCS*. The Registration Portal must open at least three months before the scheduled dates of the International and National Conference. The Registration Portal must be closed at least one month before the International Conference. The manuscripts should be reviewed by at least two reviewers. Reputed publishers should be contacted for publication of the manuscripts as Conference Proceeding/ Special Issue of the Journal/Book Chapters.

**2. Accounts**

a) Organisers shall have financial flexibility to plan their expenses based on the arranged sponsorship. The General Financial Rules (GFR) shall be applicable on all the expenditures.

b) The registration and sponsorship amount should be collected in the form of DD/ Banker's cheque/ on-line transaction in the name of Director, NIT Raipur (A/c No. **30042955244**). Separate dedicated bank account for the conference activity will be circulated in due course. Expenditure heads like *food, conference kit, conference lunch/dinner etc.* may be directly sponsored by a sponsoring agency.

c) Registration fees and Sponsorship amount should be transacted online. Receipts of sponsorship/ registration amount will be issued by the Accountant, Office of Dean (R&C) to the sponsors/ participants. The Conference Secretary should coordinate this activity.

d) 'Advance' on request, shall be sanctioned for pre-conference activities like printing of brochure stationary, procurement of study material, purchase of registration kits, mementoes, *etc.* to the extent of the Institute financial support (*i.e.* Rs. 50,000/- max. for National Conference and Rs. 1,00,000/- max. for International Conference). The committed sponsorship amount may also be permitted as 'Advance', if requested justifiably by the

Organisers. Such requisition(s) should be sent to the Office of the Dean (R&C). After scrutiny the Dean (R&C) shall recommend it to the Competent Authority for approval.

e) The financial approval for various Conference activities will be given by Competent Authority / Dean (R&C) against the Institute Support, Committed Sponsorship Amounts and other received amount such as, registration fee.

f) The 'Advances' will have to be settled within one month after the completion of the Conference. At the time of settlement of 'Advance', all other bills where the payment is to be done to the vendors need to be submitted to the Accountant, Office of Dean (R&C), at the earliest.

### **3. Accommodation, travel and local conveyances:**

a) Institute Guest House may be preferred for accommodating the Conference resource persons. The Hostel Wardens may be contacted for accommodation of participants.

b) The local conveyance can be arranged by the Vehicle In-charge after receiving the indent from the Organising Secretary. The payment shall be made through the conference fund.

c) The ticket(s) for the air-travel to be performed by the experts should be booked through the 'Travel Desk' of the Institute. A detailed travel plan of the experts should be sent to the 'Travel Desk' at the earliest. The payment should be made through the conference fund.

d) In case of any deviation due to an emergency, the Organising Secretary should take suitable action as per GoI norms.

### **4. Conference Report**

Organising Secretary of the Conference shall keep a record of the details of the Conference proceedings including written feedback forms from the participants. After completion of the program, a conference report and a copy of conference proceedings should be submitted to the Office of Dean (R&C). The report should include a brief write-up, list of participants, feedback of the participants, list of Plenary/ Keynote/ Invited Speakers along with a few photographs and details of expenditure (hard- as well as -soft copy).

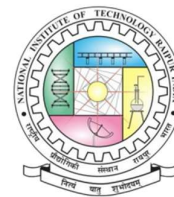
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# राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)

Under Ministry of Education, Govt. of India



## Annexure-4

### Approval from Ministry for conduction of International Conference

1. The organizers of International Conference must obtain the following clearances:
  - (i) Administrative approval of Ministry of Education.
  - (ii) Event clearance from Ministry of Home Affairs [**required only in respect of the cases covered in Para 5** of the MHA Office Memorandum 25022/62/2010-F (CC), Dt. Aug 16, 2010], as per Annexure-5.
2. For obtaining clearance from the Ministry for conducting the International Conference, the following papers should be submitted to the Office of Registrar:
  - i) Request on covering note-sheet by the organizers recommended by the HoD(s).
  - ii) Copy of administrative-approval of the International Conference.
  - iii) Compliance of Revised Guidelines (Certificate & Undertaking) for holding International Conference (vide Office Memorandum No.34-4/2020-ICC-II, Dt. 15<sup>th</sup> Jan., 2021).  
Please refer Annexure-6.
3. Through the Office of the Registrar the proposal has to be sent to each of the following authorities:
  - i) Joint Secretary (Addl. Charge), Bureau of Technical Education  
Ministry of Education. Department of Higher Education  
Shastri Bhavan, New Delhi- 110 001  
Ph: 011-23387781, Fax: 011-23388492
  - ii) Section Officer (CC), Ministry of Home Affairs  
Foreigners Division, Jaisalmer house, 26, Mansingh Road  
New Delhi 110 011, Ph: 011-23385748
4. The proposal may be sent preferably **6 months** prior to holding the event. In addition, the personal particulars of the participants (from Afghanistan, China, Iran, Pakistan, Iraq, Sudan, foreigners of Pakistani origin and stateless persons) planning to attend the event have to be sent to the Ministry of Home Affairs (MHA) at least **30 days** prior to the commencement of the event. It is however advisable that the details may be sent to MHA as soon as the details get available with the organisers.

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MOST IMMEDIATE

No. 25022/62/2010-F (CC)  
Government of India  
Ministry of Home Affairs  
(Foreigners Division)  
\*\*\*\*

Jaisalmer House, 26 Mansingh Road  
New Delhi - 110 011, dated 16<sup>th</sup> August, 2010

OFFICE MEMORANDUM

Subject: Revised procedures for grant of visas to foreign participants coming to India for International Conference, Seminar, Workshop etc.  
\*\*\*\*

The undersigned is directed to refer to this Ministry Office Memorandum No.428000/CC dated 15.7.2009 on the subject cited above and to say that procedure for grant of visa to the foreign nationals coming to India for attending International conference, seminar, workshop etc. has been reviewed and it has been decided that henceforth the following revised procedure would be adopted for the purpose of grant of Conference Visa.

2. Indian Missions are authorized to issue conference visas to delegates on production of an invitation to a conference/seminar/workshop being organized in India by a Ministry or Department of the Government of India; State Governments/UT Administrations; Public Sector Undertakings; Central Educational Institutions; Public funded Universities (list of such institutions are available on the website [www.education.nic.in](http://www.education.nic.in) and the websites of the University Grants commission and Association of Indian Universities); Organization owned and controlled by Government of India or any State Government/Union Territory; and United Nations or its Specialized Agencies. Missions will process the case for grant of visas and after satisfying themselves, grant visas to the participants of such events except in cases indicated in paras 5 (a) & (b) below.

3. If the conference/seminar/workshop is sponsored by an NGO, the Mission would scrutinize the background of the NGO and grant visa to the participants if the Nodal/Line Ministry concerned of the Central/ State Government has cleared/ approved the conference/seminar/workshop. If Mission concerned has any doubt about the background of the sponsoring NGO, the matter may be referred to MEA, MHA or the nodal/Line Ministry for verification of the background of the NGO concerned.

4. Missions shall carefully examine the subject of the conferences/seminars/workshops and Visa shall not be issued for events, which involve politically and/ or socially sensitive subjects.

5. Missions will be required to make a prior reference to MEA and MHA before granting conference visas to foreigners participating in conferences/ seminars/ workshops etc. in India in the following cases:-

(a) Participants from Afghanistan, China, Iran, Pakistan, Iraq, Sudan, foreigners of Pakistani origin and Stateless persons; and

(b) Participants of conferences/seminars/workshops who are required to visit 'Restricted' or 'Protected' areas in India, or areas affected by terrorism, militancy and extremism etc. viz. Jammu & Kashmir and the North Eastern States.

In the above cases, MEA will examine the proposal along with MHA and grant clearance within four weeks. Clearance will be conveyed to the Missions, nodal Ministry and organizers of the conference. In case a Mission needs clarifications about the organizers, it can also refer the case to the nodal Ministry, as well as MEA and MHA. In such cases, visas will be issued after the Mission receives requisite clarifications.

6. Following procedure shall be observed for seeking prior security clearance for the International conference/seminar/workshop (event) from the Ministry of Home Affairs:



(i) Only such events which from the stand point of the parameters requiring MHA's security clearance (as mentioned in para 5 above) should be forwarded by the Ministries/Departments of the Central Government, State Government, PSUs, NGOs etc. to the Ministry of Home Affairs (Foreigners Division) at least 30 days prior to the commencement of the event.

(ii) If the event includes participants from the countries for which prior 'security clearance' is required (as mentioned in para 5 above), details of the participants should be sent to MHA in the following format at least 30 days prior to the commencement of the event so as to enable adequate time to process the requisite security clearance.

Sl. No	Name of applicant	Father's/ Husband's Name	Natio-nality	Date of Birth	Place of Birth	Pass--port Number	Date & Place of Issue	Date of Expiry	Addr--ess
1	2	3	4	5	6	7	8	9	10

(iii) No request shall be entertained directly from any private organizer – be it an NGO or private institution. It is the nodal Ministry which is entrusted with the responsibility to entertain the request from private organizers and to examine at their level as to whether the event requires prior security clearance from MHA, having regard to subject, location and nationality parameters listed above. If security clearance is required, the nodal ministry will forward the proposal to MHA for prior security clearance within the prescribed time frame (as indicated above).

7. All such proposals requiring clearance in terms of the above mentioned paras should be addressed to Section Officer (CC), MHA, Foreigners Division Jaisalmer House, 26, Mansingh Road, New Delhi – 110011.

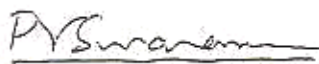


8. When the event is cleared, the Ministry of Home Affairs would inform the Missions concerned accordingly and would authorise grant of visa in respect of specific individuals. Names of foreign participants would be communicated to the Missions. No visas would be authorised to any individual who has not been specifically mentioned in the communication from the Ministry of Home Affairs.

9. It may please be noted that in view of the revised procedure for grant of conference visa as explained above, clearance from the Ministry of Home Affairs for holding an event from security angle would be required only in respect of cases covered in para 5 above. No security clearance would be granted by MHA for any event which is not covered by para 5 above.

10. It is requested that the revised procedure as explained above may be circulated appropriately to all the Public Sector Undertakings, organizations owned and controlled by the Ministry/Department/ State Government/Union Territory and NGOs functioning under the Ministry/Department/ State Government/Union Territory for strict compliance.

11. The revised procedure as indicated above supercedes all other instructions on the subject issued from time to time.

  
(P.V. Sivaraman)

Deputy Secretary to the Government of India

To

1. Secretaries of all Ministries/Departments of Government of India
2. Home Secretaries of all State Governments/Union Territories.
3. JS(Coord)/ JS(CPV), MEA
4. Joint Director, Bol

*Q/1/2011*  
*5/1/11*

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FAQs on Conference visa; -  
<http://www.mha.nic.in/pdfs/FAQs-on-Conference-Visa.pdf>

**OFFICE MEMORANDUM**

**Subject:- Revised Guidelines for holding online/virtual Conferences/Seminars/Training etc.**

The undersigned is directed to state that the Ministry of Education has revised the guidelines for holding online/virtual International Conferences/Seminars/Training etc. in consultation with Ministry of External Affairs which is as follow:

**Approval procedure in respect of holding online/virtual International Conferences / Seminars / Training etc:**

- i. Ministry or Department, Public Sector Undertakings, Central Educational Institutions, Public Funded Universities or an organization owned and controlled by the Government of India/ State Government / UT, should take approval of its Administrative Secretary for the event as well as for the list of participants.
- ii. While giving permission, the Ministry should ensure that the subject matter for online events is not related to security of State, Border, North East States, UT of J&K, Ladakh or any other issues which are clearly/purely related to India's internal matter/s.
- iii. Full compliance to India's existing provisions of IT data security, personal data, and protection to other sensitive information should be ensured.
- iv. There should be judicious selection of IT applications./ platforms/ medium for interaction; preference should be given to those apps having servers not controlled / hosted / owned by countries / agencies hostile to India.
- v. Appropriate level of scrutiny to be exercised to identify the nature and sensitivity of data / contents of presentations / information to be shared by the Indian delegation.
- vi. Due care should be taken to ensure that India's map, flag, emblem etc. are correct and rightly displayed.

**The following cases will continue to require clearance from MEA for holding international conference/ seminar/ workshop/ training etc.:**

- i. All events related to security of State, Border, North East States, J&K or any other issues which are clearly/purely related to India's internal matters:
- ii. Events having foreign funding and sponsorship;
- iii. Events involving sensitive subjects (political, scientific, technical, commercial, personal) with provisions for sharing of data in any form; presentations etc.
- iv. While seeking approval/after approval, link to the online event/s should be shared by email at [socoord@mea.gov.in](mailto:socoord@mea.gov.in)



**Participation of Union / State Ministers / Constitutional functionaries and Government officials / scientists / doctors etc.:**

- i. Participation of Union / State Ministers / Constitutional functionaries and Government officials / scientists / doctors etc of the rank of JS and above in online/virtual/physical International Conferences / Seminars / Training etc., MEA clearance will be required.
  - ii. The Administrative Secretary of respective Ministry/Department be authorized to give permission for participation from Director and below rank, subject to usual and necessary checks.
2. It is requested to communicate the above guidelines to all the Institutions under your administrative control for information and compliance.

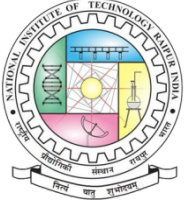


(Saroj Kumar Choudhary)  
Under Secretary to the Govt. of India  
Tel. No: 011-23384442

*All Bureau Heads, Ministry of Education*



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**PROPOSAL FOR INTERNATIONAL CONFERENCE**

(For Ministry's Clearance)

1. Conference Title :
2. Venue :
3. Time :
4. Theme of the Conference with list of various technical sessions :
5. The relevance and scientific / technological importance of organizing the Conference in the context of the present day national needs :
6. Organizing Agency(ies) :
7. Sponsoring Agency(ies), if any :
8. Number of National & International delegates expected to :

participate (attach separate list)

9. Countries from where foreign delegates are expected :
10. List (with complete addresses) :  
of foreign delegates (country-wise)  
proposed to be contacted/ invited
11. Number of national & international delegates likely to present papers (separate lists) :
12. Whether the proceedings are to be published ... if yes, how? :
13. Total anticipated expenditure with Break-ups under major heads :
14. Total anticipated source(s) of income :
15. Details of contribution, :  
expected from foreign source(s)/  
individuals (if any)

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**PERSONAL PARTICULARS OF FOREIGN SCHOLARS COMING TO INDIA**  
(For Ministry's Clearance)

1. Full Name (expanding the initials) :
2. Nationality :
3. Date & Place of Birth :
4. Parentage (names of the parents) :
5. Present address :
6. Permanent address :
7. Passport number date and place of issue & validity :
8. Whether visited previously in India: if so dates & place
9. Occupation :
10. Purpose of visit to NIT Raipur :
11. Expected duration of stay in NIT Raipur : (pls. mention dates)
12. Places in India likely to be visited :
13. Name of the Indian Mission abroad: at which the foreigner will apply for visa authorization
14. Source of funding and terms/conditions of funding /appointment :
15. Whether accompanied by spouse/ dependents to NIT Raipur, and if, full personal particulars (point nos. 1 to 15) :

