



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

E-Mail: registrar@tmu.ac.in

Phone No.:	9837933666	Email :	registrar@tmu.ac.in
Ref. No :	TMU/R.O./2023-24/Adm/034	Date:	17.05.2024
SOP No :	01	Issued By:	Registrar
Total Pages :	07	Approved By:	Vice Chancellor

Standard Operating Procedure

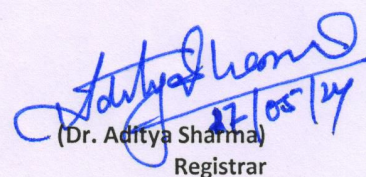
"Organizing Academic Events in the University"

With the objective of facilitation and enablement for the organization of Conferences, Seminars, Faculty Development Programmes, Workshops, the University has decided to adopt the following Standard Operating Procedure (SOP):

1. Any College/Department willing to organize Conferences, Seminars, Faculty Development Programmes, Workshops shall send a proposal to the office of Registrar along-with the budget estimates for the approval of Hon'ble Vice Chancellor, atleast two months in advance from the proposed date of the event.
2. The proposal as above shall contain the following:
 - i. Objectives of the Event
 - ii. Expected Outcomes of the Event
 - iii. Expected Audiences (Students/Faculty/Internal only/both internal & external)
 - iv. Tentative Experts to the Event and their affiliation
 - v. Guests for the Event
 - vi. Composition of core committee (3 senior faculty members including Vice-Principal/Principal/Dean) and other committees for the smooth conduction of Event and its functioning.
 - vii. Venue for the Event
 - viii. Budget Estimate
3. Based upon the approval of the proposal, the information about the same shall be communicated by the Registrar to the concerned College/Department.
4. A core committee shall be formed by the concerned College/Department for the organisation of the Event which will be responsible for the overall conduct of Event.
5. The promotion content for social and print media shall be approved by the core committee.
6. The promotion contents shall follow a standard and uniform template across the University.

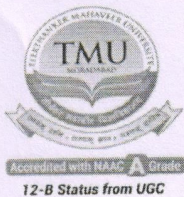
[Handwritten signature]
17/5/24

7. All the financial transactions would be done in the existing account which is being managed by Finance Officer.
8. After the Event, the Statement of Expenditure along-with supporting documents shall be submitted in the office of Registrar who shall then send it to the Finance Officer after the approval of Hon'ble Vice Chancellor for its reconciliation.
9. Report of the Event shall be submitted to the office of Registrar for the record at the end of the event. Such reports shall also be uploaded on the University website after the approval of the Hon'ble Vice Chancellor.


(Dr. Aditya Sharma)
Registrar

Annexures enclosed-

- 1- Composition of Committee Format
- 2- Budget Format
- 3- Utilization Certificate Format
- 4- Event Report Format
- 5- Requisition Form for Hall Booking

**TEERTHANKER MAHAVEER UNIVERSITY**

College Name

1. Event Overview:

- Name of the Event-
- Date and Time-
- Venue-
- Expected Number of Attendees-
- Objective of the Event-

2. Committee Structure

Committee like- Logistics, Marketing and Promotion, Finance, Stage management, Food, Program and Speakers, Sponsorship and Fundraising, Hospitality, etc.

Committee Name			
Committee Members	Name	Contact No.	Responsibility
Chairperson			
Member			
Member			
Member			
Student Volunteer			
Student Volunteer			

Approval Signatures:

Name and Signature of the Event Organizer(s)/Chairperson

[Handwritten Signature]
17/05/24



Accredited with NAAC A Grade
12-B Status from UGC

TEERTHANKER MAHAVEER UNIVERSITY

College Name

1. Event Overview:

- Name of the event-
- Date and time-
- Venue-
- Expected number of attendees-
- Objective of the event-

2. Budget Preparation (sample)

Expected Income	Amount (in INR)	Expected Expenditure	Amount (in INR)
Registration fees (if applicable)		Honorarium to Experts	
Sponsorship or Grants		TA/DA to Experts	
Donations		Catering (Food and Beverages)	
Fundraising activities		Marketing and Promotion (flyers, posters, social media ads, etc.)	
*Other Sources/ University contribution		Printing and Stationary costs (programs, banners, etc.)	
		Study material / kit	
		*Miscellaneous (unexpected expenses)	
		Cash in hand	
Total		Total	

*Particulars can be added as per the requirement

3. Budget Calculation:

- Total Income
- Total Expenses
- Net Income (Total Income - Total Expenses)

Approval Signatures:

Name and Signature of the Event Organizer(s)/Chairperson

17/05/24

**TEERTHANKER MAHAVEER UNIVERSITY**

College Name

Utilization Certificate

This is to certify that the funds allocated for organizing the event titled "[Event Name]" held on "[Event Date]" at "[Event Venue]" have been utilized in accordance with the approved budget and for the intended purpose.

Out of funds received of Rs. _____, a sum of Rs. _____ has been utilized for the purpose of which it was sanctioned and Rs. _____ remained unutilized/deficit at end of the event, to be carried forward (to next event within the college/department) or to be refunded whichever the case is applicable. Expenditure details are attached herewith for the approval.

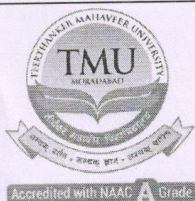
Approval Signatures:

Name and Signature of the Event Organizer(s)/Chairperson

Enclosure-

1- Verified bills/Vouchers

17/05/24



TEERTHANKER MAHAVEER UNIVERSITY

COLLEGE NAME

REPORT

Name of Activity	
Date of Activity	
Duration of activity (in mins)	
Offline/Online	
Activity Conducted as Conference/Seminar/Workshop/FDP/IIC Calendar activity/self-driven activity/celebration day activity	
Theme of activity (R & D and innovation/startup/entrepreneurship/Design thinking and critical thinking/IPR/Skill enhancement)	
Name of Convener	
Name of Co-ordinator(s)	
Name of Expert(s)	
Designation of Expert	
Experts Organization	
Total no. of Participants	
No of Student participants	
No of Faculty participants	
No of External participants, (if any)	
Aim of Activity	
Objectives of Activity	
Outcome of Activity	
Keywords	
Social Media Link (Facebook)	
YouTube Link	
Brief Report of Activity (flyer of session to be included in same)	

Approval by-

Name and Signature of the Event Organizer(s)/Chairperson

Encl-

- 1- Flyer
- 2- Workshop Photos (Geo tagged)
- 3- Student/Participant Attendance
- 4- Participants Feedback
- 5- Certificate/e-certificate (sample copy)

17/02/24

BOOKING NO. TMU/2024/
(for office use)

CATEGORY - P / C



Accredited with NAAC **A** Grade

12-B Status from UGC

Website: www.tmu.ac.in / E-Mail: university@tmu.ac.in

HALL BOOKING FORM

AUDITORIUM ☐

RIDDHI SIDDHI BHAWAN ☐

DATE OF REQUISITION _____

DATE OF EVENT _____

Name of Unit (College/Department/Organization)	:	
Program Details	:	
Program Date's & Timing	:	Date (s) _____ To _____ Timing _____ To _____
Requisitioner Details	:	Name: _____ Contact No : _____
E-mail (if any)	:	
Special Requirement (if any)	:	

REQUISITIONER DECLARATION

I HEREBY DECLARE THAT I HAVE GONE THROUGH ALL THE TERMS & CONDITIONS WHICH ARE ACCEPTABLE TO ME.

THE PERMISSION HAS BEEN GRANTED WITH THE FOLLOWING TERMS & CONDITIONS -

1. IN CASE OF ANY EMERGENCY, BOOKING MAY BE CANCELLED WITH 3 DAYS PRIOR INFORMATION TO THE REQUISITIONER.
2. ANY TYPE OF FOODS & WATER ETC. ARE NOT ALLOWED INSIDE THE HALL.
3. IT WILL BE THE RESPONSIBILITY OF THE EVENT ORGANIZER TO RETURN THE HALL AS CLEANED AS IT IS TAKEN.
4. REQUISITIONER / EVENT ORGANIZER WILL BE LIABLE FOR ANY LOSS/DAMAGE OF THE VENUE.

[SIGNATURE REQUISITIONER]

Event Organizer

[SIGNATURE HALL IN-CHARGE]

Hall Availability Status (Yes/No)

[PERMITTED BY]

Registrar

Handwritten signature and date: 17/05/24