भारतीय प्रौद्योगिकीसंस्थान रूड़की

रूड़की

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE

No. Acd/ ⁵³²ʰ ⁵/General   Dated: January, 2018
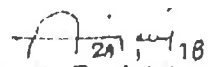
NOTICE

Subject: Process for organizing conferences/workshops/seminars/symposium etc.

In order to streamline the process for organizing multiple conferences simultaneously in the institute,procedure& responsibilities of concerned departments/centers are enumerated in succeeding paras.The interested faculty member shall initiate the process through HoD for organizing the event, duly approved by the DAC of the respective departments/ centers.

1. Responsible Nodes for Booking of Rooms/Facilities-
   a. Office of Prof. I/C Guest House - Responsible to facilitate the option of single window, for bulk booking of rooms at guest houses of the institute and would also assist in finalizing the dates of the event(s) based on the availability of rooms. (Advance booking of rooms up to two years can also be done.)
   b. Office of Prof.I/C GNEC- Booking of guest rooms & other facilities at Noida extension center.
   c. Academic Section- Booking of rooms in LHC, Convocation hall etc.
   d. Departments- Booking of class rooms etc would be through respective departments.
   e. DOSW/Bhawans- Booking of MAC, accommodation in Bhawans etc.

2. Registration Fees (SRIC) - Fees can be paid online/offline in the account held by SRIC office. The details of the account would be available on the website.

3. Information on Website (ICC) - All the related information would be available on the website of the institute & departments/centers through ICC.

4. Display of Banners- Banners for events/conferences can be displayed after seeking approval from Security Section.

All the concerned departments/centers are requested to make necessary arrangements to implement the flawless mechanism to organize events in the institute.

Note: -The process mentioned in this notification supersedes past notifications in the said matter

Deputy Registrar
(Academics)

Copy to:
1. All Heads & faculties of Departments/Centers
2. All Deans & Associate Deans
3. Registrar
4. AR to Director- for Director's Information
5. Channel I