

Welfare Board - Process Documentation

IIT Guwahati

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Introduction

The purpose of this document is to provide a comprehensive guide for secretaries of various clubs under the Welfare Board of IIT Guwahati on how to obtain the necessary permissions and approvals efficiently. This document covers all major processes related to event organization, budget approval, procurement, facility booking, and any other administrative tasks required by the clubs. All the procedures mentioned below are for offline procedures. All the online procedures are mentioned in the SSO portal.

1. Event Approvals Responsible person from the club:

Secretary Before conducting any event or program, clubs should take prior approval from the Welfare Board (WB) and take all relevant permissions related to the same. This involves writing an proposal letter using the standard Gymkhana Letter Head Template. Make sure to state and highlight the important details regarding the event in the letter. Once the approval letter is written, it must be sent to the Overall Coordinator of the Welfare Board for verification. Once verified, a copy of the same should be sent to the General Secretary and then the Vice President for signatures. After getting these signatures, approach the Chairperson of the Welfare Board (through text/mail) and seek his signature. Based on his availability, get the signature from the chairperson and submit the approval letter to the designated staff for the Welfare Board at the Student Affairs Section of the Admin Building.

Note:

1. Since the approval is subject to the requirements of the event, make sure that you start with the process at least 3-4 weeks prior to the event.

2. Make sure to attach the supporting doc(s) if any, like event proposal, budget estimate, etc to the approval letter.
3. Follow up with Avishek Sir/designated WB staff after a day or two to confirm the approval status.
4. Please plan well in advance to avoid last-minute delays.

Security Permission:

To ensure the smooth execution of any event or program, the security section requires the completion and submission of event details using the security form (Form 5, attached in the Appendices) at least 3 working days prior to the event. Additionally, a copy of the Administration Form (Form 22, also attached in the Appendices) must be provided. This process helps facilitate the event by ensuring adequate cooperation from all stakeholders, including the security section.

Event_SecurityPermission.pdf

2. Venue Bookings Out of NewSAC:

(a) Lecture Halls: To book lecture Halls for club events, mail to the Chairperson of the Welfare Board with the General Secretary (gensec_welfare@iitg.ac.in) in CC. State and mention all details regarding the event including event description, timings, audience, and details of club representatives present at the venue during the event. Make sure to attach information regarding the things to be utilized like mics, projector etc to access those equipment as well. Lecture Halls will not be available on Sundays.

(b) Establishment Venues (Auditorium, Mini Auditorium, Conference Centre, Library Basement): Fill out the form for booking venues in the name of the Chairperson of the Welfare Board and get his Signature (along with Event Approval). Submit the form at the Establishment Section, 2nd floor (from lift) of the Estate Building.

(c) GuestHouse: Fill out the guesthouse booking form, get the signature of the Chairperson, and submit it at the Establishment Section, 2nd floor (from lift) of the Estate Building.

(d) Hostel Room Booking: Inform the Overall Coordinator and General Secretary of the Welfare Board. Intimate Hostel Affairs Board (HAB) about your requirements well in advance (at least 1 month prior to the event).

(e) Others: For outdoor events or venues not mentioned above, inform the OC/General Secretary and follow the process as required. The letter will be forwarded by Dean SA to the relevant section's dean if needed.

Within NewSAC:

- Yoga Room, Conference Room, Board Room, Exhibition Room bookings can be made on the OneStop App.
- Welfare Board Room access requires the presence of the Club Secretary and informing the Overall Coordinator beforehand.
- NewSAC Facility Booking Form: NewSAC Space-Facility Booking Form.pdf

3. Finances Welfare Board Budget Head: 77.3

Once Event Approval and Budget Estimate are verified and signed, a sanction order number will be generated for budget access.

(a) Advance and Settlements: Fill the Gymkhana Advance Form, get signatures from GS, VP, Chairperson, and submit it to Student Affairs. For settlement, fill the Gymkhana Settlement form with bills and submit it within 15 days of the event.

(b) Reimbursements: Spend money with prior approval, fill the Gymkhana Reimbursement form, attach bills, get signatures from GS, VP, Chairperson, and submit it to Student Affairs.












Note:

1. Offline procedures apply for amounts over Rs.25,000/- only. Online processing via ERP for lesser amounts.
2. Physical hard copies of all bills are required for official acknowledgment.
3. Miscellaneous

- (a) Stationery Form: Fill the stationary form and submit copies to GS and the vendor.
- (b) Notable Accomplishments: Email GS Welfare Board and CC the Chairperson. Welfare Board will post on the official account.

Appendices

Templates:

1. Gymkhana LetterHead  Gymkhana_LetterHead_Template.docx
2. Security Permission  Event_SecurityPermission.pdf
3. Establishment Venue(s) Form  Establishment Sec Form.pdf
4. Guest House Form  GuestHouse Accomodation Booking Form.pdf
5. Manas Community Hall Booking  Manas Community Hall Booking Form.pdf
6. NewSAC Facility Booking  New SAC Space-Facility Booking Form.pdf
7. Gymkhana Advance Form  Advance Form.pdf
8. Gymkhana Settlement Form  Settlement Form.pdf
9. Gymkhana Reimbursement Form  Reimbursement Form.pdf
10. Vendor Payment Disbursement  Disbursement Form (for Vendor Payment).pdf
11. Sponsorship Form  Sponsorship Form.pdf
12. Sample MOU Sample MOU Template.pdf
13. Funds Utilization Certificate Funds Utilization Certificate.pdf
14. Stationery Form Stationery Form.pdf

Mail Templates:

1. Lecture Hall Booking  Mail Template - Lecture

Halls Folder with all important documents:  New Forms & Docs