



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
STUDENTS' AFFAIRS SECTION

Ref.: IITG/SA/Policy/295/148/308

Date: 01.12.2023

NOTICE -40/ 2023

This is for information of all concerned that the following guidelines are to be followed for seeking financial assistance from external agencies to conduct events, such as Techniche, Alcheringa, Udgam, Spicmacay, Spirit, etc. under Students' Gymkhana Boards:

1. The convener, should route their proposal seeking financial assistance from funding agencies through Chairperson of the respective board. Form No. **SPON/01** should be used for the purpose, available in Students' Affairs website.
2. If the event requires MoU is to be signed with the sponsors, then the Chairperson of the respective board, if felt necessary, may seek legal vetting of such MoU/agreement through our Legal Cell. Otherwise, a generic MoU available in SA website may be used for the purpose.
3. After approval, MoU/agreement is to be signed by the Chairperson of the respective board /ADOSA/DOSA as the case may be. The signatory is based on sponsorship amount i.e. Chairperson (50,000)/ ADOSA (1,00,000)/ DOSA (above 1,00,000).
4. A copy of the proposal and MoU/agreement is to be submitted to Students' Affairs office for record.
5. If the sponsors do not need any MoU or agreement but need a certificate of sponsorship which they can claim for tax exemption, then Students' Affairs office may issue such certificate, on request. A sample of the copy of the certificate is available in SA website.
6. If sponsors require GST Invoice for the sponsorship amount, then for such event, the proposal shall be forwarded to II&SI Section through Students' Affairs. II & SI Section raises only B2B invoices. A copy of the such invoice generated by II&SI, is to be submitted to Students' Affairs office for record. The bank details of II&SI Section may be used. The money received against such invoices by II&SI, is to be intimated to Students' Affairs office for record.
7. The dealing assistance of Students' Affairs office, who looks after respective board, is to maintain record separately for such amount received from the funding agencies.
8. After completion of the event, the convener should submit all the bills in original and audited statement of expenditure. This is also necessary, if utilization certificate, is to be provided to the funding agency.
9. For hybrid financial support (Sponsorship + Institute funding), the convener of the event should ensure that separate book of account to be maintained for sponsorship amount.
10. If event proposal is not routed through proper channel, money received against the event will not be allowed to utilize.

This is issued the approval of Competent Authority.


Joint Registrar & HoS
Students' Affairs

Copy for information to:

1. Dean and Associate Deans of Students' Affairs.
2. Chairpersons of the respective boards.
3. HoS-II&SI
4. Vice President, Students' Gymkhana Council
5. General Secretary (Cultural/Technical/Sports)
6. Convenor (Alcheringa/Techniche/Spicmacay/Spirit/Udgam)