Policy for UTECHNOS Fund Allocation and Distribution

EVENT PLANNING AND APPROVALS

1. **Prior Approval**

   Prior Approval must be obtained at least 10 days before the date of event from the concerned Teacher In-charge to conduct any event. **Mere recommendation or forwarding by the Teacher In-charge will not be considered as approval**. No financial support will be provided without proper prior permission.

   In such cases, the responsibility of managing funds and liabilities will rest with the student convenors organizing event.

2. **Budget Submission**

   A detailed, approved budget for each event must be submitted to the UTECHNOS office. This is separate from the annual consolidated budget.

3. **Formation of Student Teams**

   Student teams and comittees must be constituted in consultation with the Teacher In-charge.

4. **Appointment of Faculty In-charges for Sub-Committees**

   If a committee comprises multiple sub-committees, the Chairperson may appoint different faculty members as In-charges of the respective sub-committees.

5. **Event Timing (Outdoor Events)**

   No outdoor event shall be conducted beyond 6:00 PM without prior approval from the competent authority. **Special permission may be granted up to 7:00 PM only if allowed by the competent authority**.

   No financial support will be provided to defaulters.

6. **Restricted Events (DJ/Star Nights)**

   No student is permitted to organize DJ nights, DJ parties, or star nights without prior approval from the competent authority.

   Strict disciplinary action will be taken in case of violations.

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STUDENT ELIGIBILITY AND DISCIPLINE

7. **Academic Performance Criteria**

   Only students without any backlog can lead the UTECHNOS committees; however, the students with backlogs may participate as members.

8. **Disciplinary Conduct**

   Any student involved in indiscipline during any in-house or outstation events must refund the entire sanctioned funds in UTECHNOS account (if utilized). The student/s will not be eligible for future financial assistance to participate in any further event funded by UTECHNOS.

9. **Parent/guardian Undertaking**

   Students participating in events involving overnight stay must submit a signed undertaking from their parents/ guardian.

   No funds will be released in case of non-compliance.

10. **Eligibility for Financial and Attendance Benefits**

    Students attending events without prior permission or without submitting the required undertaking will not be eligible for financial support from UTECHNOS and attendance benefits.

11. **Attendance Policy**

    Attendance benefits will be as Panjab University norms.

    - **Attendance will be granted only for actual days of participation.**
    - **Committee members may receive attendance max up to 2 additional days in addition to the actual days of event.**

PERMISSIONS AND EVENT MANAGEMENT

12. **Electricity Permission**

    Prior permission must be obtained from the Electricity Department of Panjab University for Events requiring electrical arrangements.

    Copy of the NOC must be submitted to the UTECHNOS office before the scheduled date of event for records.

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13. **Event Intimation**

    Information regarding events must be shared with the Health Centre and Chief Security Officer of Panjab University for smooth conduct.

14. **Security arrangements**

    Student convener must arrange desired security personals male and female depending upon the event gathering from the Chief Security Officer of Panjab University. Without NOC from Chief security officer no major event **(Participants are more than 300)** will be organized.

    Copy of the NOC must be submitted to the UTECHNOS office before the scheduled date of event for records.

    Strict disciplinary action will be taken in case of violations.

FINANCIAL PROVISIONS AND REIMBURSEMENTS

15. **Advance Payment**

    An **advance of up to 50% of the total approved** amount may be released from UTECHNOS fund. Final settlement will be made upon submission of all required documents duly verified by the Committee Chairperson or Teacher In-charge.

16. **Sub-Committees and Payments**

    If a committee is constituted of multiple sub-committees, the Chairperson may appoint different faculty In-charges for each subcommittee. Advance payment cheques will be issued only in the name of **Teacher In-charges of the subcommittee**.

    Cheques will not be issued in favor of students under any circumstances without prior approval from the competent authority.

17. **Travel Allowance**

    Travel reimbursement will be provided as per Panjab University rules, or as follows:

    - **Full reimbursement for bus (non-AC) and train travel (up to Sleeper Class, non-AC).**
    - **For other modes of travel, reimbursement will be limited to equivalent train fare.**

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18. **Food Allowance**

Students are eligible for Rs. 300 per day (Rs. 100 per meal) for food/refreshments during official visits (conferences, seminars, hackathons, industrial visits, etc.), subject to prior approval.

This applies only if meals are not provided by the host* institute/ department/ *organization.

19. **Accommodation Allowance**

Students are eligible for accommodation reimbursement up to Rs. 500 per day per student for outstation events, subject to prior approval. if accommodation is not provided by the host institute/ department.

This applies only if accommodation is not provided by the host institute/ department/ organization.

Special permissions may be raised in case over stay is required due to some technical issue which is beyond control for individual.

20. **T-Shirts for Committees**

A maximum of Rs. 250 per T-shirt will be provided from the UTECHNOS budget only to managing committee and outstation participating students representing UIET in any event, subject to prior approval. Any additional cost must be borne by the students.

Number of T-shirts must be approved by teacher incharge.

21. **Financial Transactions and Sponsorships**

Students are not permitted to receive sponsorship / funds /registration fee in their personal bank accounts for organizing any events. The amount will be deposited in the UTECHNOS account in the form of **DD/ cheque/ UPI/ RTGS/ NEFT**.

No funds will be released in case of non-compliance.

UTILIZATION OF UTECHNOS FUNDS

22. **Utilization of Funds**

UTECHNOS funds may be utilized for:

- Expert lectures for UG students
  Maximum Honorarium of Rs 2500 per session for seminar/workshop of duration 2 to 3 Hrs.

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Maximum Honorarium of Rs 1500 per lecture for seminar/workshop of duration 1 to 1.5 Hrs.
Maximum Honorarium of Rs 2000 per session for Alumni talks.
Max of Rs 5000 per day.
Maximum refreshment per student Rs 50 for attending seminar /workshop.

- Industrial visits for undergraduate students.
- Technical events for undergraduate students
- Partial funding for undergraduate participation in conferences, seminars, etc.

Funds cannot be used for:

- Funding ME/MTech or PhD students
- Prize money for any event.

Prize money must be arranged through sponsorships.

DOCUMENTATION AND REPORTING

23. **Submission of Bills**

Verified bills from teacher Incharge/ sub-committee of the event must be submitted to the UTECHNOS office within 15 days after occurrence of the event.

Student convenor will be responsible for the delay in submission of bills and 1% penalty may be imposed for delay. The amount is to be submitted in the UTECHNOS account.

24. **Event Report Submission**

A detailed report duly signed by teacher in-charges / coordinator of each event must be submitted to IQAC/ NAAC In-charges of respective branches for uploading on website. **The duly signed report** must include:

- **Purpose/Objectives**
- **Outcomes/Benefits**
- **Event Details/Audience**
- **Geo-tagged photographs**
- **Organizing Team**
- **Teacher In-charges**
- **Expenditure Details**
- **Funding Agency**
- **Any other information sought by IQAC/NAAC.**

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The IQAC/NAAC official of the respective branch will certify that the required event report has been uploaded on the respective official website. The signed copy of the report has to be submitted to UTECHNOS office for records.

Final payment against the bills will be done only after receiving the certificate from IQAC incharge.

ASSETS, COMPLIANCE AND GENERAL GUIDELINES

25. **Handover of Equipments**

All equipment, devices purchased from UTECHNOS funds must be returned/handed over to the UTECHNOS office after completion of term as student convenor/ volunteer.

26. **No Objection Certificate (NOC)**

Students must obtain NOC from the UTECHNOS office before getting their final degree certificate from respected departments.

27. **Violation of Rules**

In case of rule violations, no additional funds will be released. The responsibility of completing the event will lie with the organizing team.

Funds already received or utilized must be returned to the UTECHNOS account.

SPECIAL GUIDELINES

- **Students must restrict themselves from calling any Guest/ chief guest/ guest of honour for any event without taking prior permission from teacher Incharges/director.**
- **Student convenors/ members must restrict themselves from giving false commitments to the vendors / sponsors of the event. In such cases student conveners / student member dealing with the sponsor / vendor are responsible for any financial liability.**
- **At least three Quotations must be called for the any requirement costing more than Rs 25000.**
- **Convenors must maintain the list of student members and volunteers and must submit before the end of their tenure.**