



TEERTHANKER MAHAVEER UNIVERSITY

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

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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, Webinars, Conclaves, Expert Lectures, Symposia, LTS, or similar academic events, 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, Webinars, Conclaves, Expert Lectures, Symposia, LTS, or similar academic activities shall send a proposal for recommendation to the Dean Academics along-with the budget estimates for further approval of Hon'ble Vice Chancellor, atleast two months in advance from the proposed date of the event.
2. The concerned Principal/Dean must obtain approval from the Competent Authority of the University before inviting any local expert or resource person for an expert talk or academic event.
3. 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. Experts 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 of the Event
 - viii. Tentative Budget
4. Based upon the approval of the proposal, the information about the same shall be communicated by the Registrar to the concerned College/Department.
5. 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.
6. The promotion content for social and print media shall be approved by the core committee.
7. The promotion contents shall follow a standard and uniform template across the University.
8. All the financial transactions would be done in the existing account which is being managed by Finance Officer.

9. It will be the responsibility of the Core Committee to closely watch the Financial aspects of the event. Honorarium to the Expert shall be in accordance with the clause 20.11 of the 20th Executive Council & or as otherwise priorly approved by the Hon'ble Vice Chancellor.

Table 1- Clause 20.11 of the 20th Executive Council for Honorarium to the Expert

Clause	S.No	Body	Expert Level	Sitting Charges/Honorarium (INR)	
				Online mode	Offline mode
EC20.11	5	Expert Lectures/Seminars/Workshops	Associate Professor	3500/-	7000/-
			Professor	5000/-	10000/-

Note- Honorarium to the expert for other similar Academic Events not limited to Lectures/Seminars/Workshops shall be the same as mentioned in Table-1. **However, if a Senior Industry representative is invited, a special honorarium shall be paid, subject to prior approval from the Hon'ble Vice Chancellor.**

10. In the case of any event that generates revenue or receives sponsorship/funding, all expenditures, including honorarium, travel allowance (TA), and any other admissible expenses, shall be met exclusively from the revenue or funds generated or received for that event. No additional financial support from the University shall be provided for such expenditures.
11. If deemed necessary, a College/Department may request an advance to meet essential pre-event expenses. Such advance shall be released only with the approval of the Hon'ble Vice Chancellor and shall be processed through the Finance Officer in accordance with the approved budget.
12. Core Committee member shall plan for interaction of Expert with the Dean Academics/Registrar/Vice Chancellor of the University, as per the availability, after the Event with prior information.
13. After completion of the event, the concerned College/Department shall prepare a comprehensive Event File containing original records and documents.

For settlement of bills/accounts, the complete Event File, along with all original supporting documents, shall be submitted to the Registrar Office for verification. The Registrar shall vet the documents and, if found to be in order, recommend the file to the Hon'ble Vice Chancellor for approval. Financial processing shall be initiated only after the approval of the Hon'ble Vice Chancellor.

The Event file shall include:

1. Approved proposal and approval letter
2. Approved tentative budget
3. Advance approval, if any
4. Approved honorarium proposal
5. Event flyer/brochure

6. Registration fee details, if any, required for verification from Accounts Office by the Office of Registrar
 7. Original honorarium and TA bills of experts
 8. Original expenditure bills and vouchers
 9. Payment receipts
 10. Actual Income and Expenditure Statement
 11. Utilization Certificate
 12. Approved Event Report
 13. Any publication/proceedings/book details, if applicable with approved Publisher & budget for the same
14. The Event Coordinator/Principal/Dean shall be responsible for ensuring that the Event Report is uploaded on the University website through the designated Website Coordinator of the College.

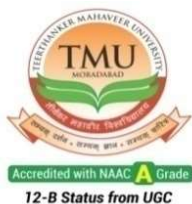


Dr. Vaibhav Rastogi
(Joint Registrar)

Dr. Vaibhav Rastogi
Joint Registrar
Teerthanker Mahaveer University
Moradabad

Annexures enclosed-

1. Composition of Committee Format
2. Budget Format
3. Utilization Certificate Format
4. Event Report Format
5. Hall Booking Requisition Format
6. Actual Income & Expenditure Statement Format
7. Guidelines for Organizing the Event



TEERTHANKER MAHAVEER UNIVERSITY

College Name

1. Event Overview:

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

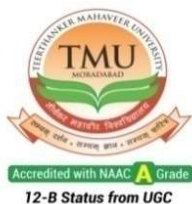
2. Committee Structure

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



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	
		Publishing cost of Book/Proceedings/Souvenir	
		*Miscellaneous (unexpected expenses)	
		Cash in hand	
Total		Total	

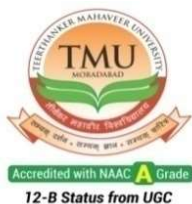
*Particulars can be added as per the requirement

3. Budget Calculation:

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

Approval Signatures:

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



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.

All expenditures have been claimed, and no further claims remain.

Approval Signatures:

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

Enclosure-

1- Verified bills/Vouchers

 Accredited with NAAC A Grade 12-B Status from UGC	<u>TEERTHANKER MAHAVEER UNIVERSITY</u> College Name REPORT	
Name of Activity		
Date of Activity		
Duration of activity (in mins)		
Offline/Online		
Activity Conducted as Conference/Seminar/Faculty Development Programme/Workshop/Webinar/Conclave/Expert Lecture/Symposia/LTS/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)



Requisition Date _____

Event Category - Academics / Non-Academics

REQUISITION FORM

AUDITORIUM ☐RIDDHI SIDDHI BHAWAN ☐

NAME OF UNIT (College/Department/Organization)	
PROGRAM DETAILS	
PROGRAM DATE & TIME	Date _____ To _____ Time _____ To _____
REQUISITIONER / EVENT ORGANIZER	Name: Designation: Mobile: E-mail:
SPECIAL REQUIREMENT (Pls specify)	

REQUISITIONER - DECLARATION

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

TERMS & CONDITIONS –

1. Any type of Food & Water etc. are not allowed inside the venue.
2. Any Kind of Flowers & Balloons Decoration is not allowed in the Auditorium Hall.
3. Shoes are not allowed to anyone on the stage of Riddhi Siddhi Hall.
4. It will be the responsibility of the Requisitioner / Organizer to return the hall as cleaned as it is taken.
5. In case of any emergency, booking may be cancelled with 3 days' prior information to the requisitor.
6. Requisitioner/ Organizer shall be responsible for any loss or damage to the venue and shall bear the cost thereof.

REQUISITIONER Signature 1		HALL AVAILABILITY Hall In-Charge, Signature 2	
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RECOMMENDED BY
COLLEGE DEAN / PRINCIPAL
 Signature 3

APPROVED BY -
REGISTRAR / DEAN ACADEMICS
 Signature 4

FINAL PERMITTED BY -
CHANCELLOR OFFICE
 Signature 5



TEERTHANKER MAHAVEER UNIVERSITY

College Name

Name of the Event-

Date and Time-

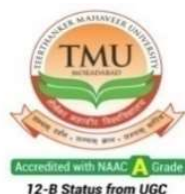
Venue-

Actual Income & Expenditure Statement Format

S.No.	Income Particulars	Amount (INR)	Expenditure Particulars	Amount (INR)	Remarks (if any)

Event Coordinator

Dean/Principal
College



TEERTHANKER MAHAVEER UNIVERSITY

Guidelines for Organizing the Event

(In accordance with circular no. TMU/R.O./2025-26/Adm/91 dated 16-04-2026)

The event (Conferences, Seminars, Faculty Development Programmes, Workshops, Webinars, Conclaves, Expert Lectures, Symposia, LTS, or similar academic events) should be organized within the sanctioned financial support received from Government/Non-Government agencies or through a self-sustainable funding model. The following guidelines are framed to ensure the smooth planning, financial management and successful execution of event organized by the College/Department.

a) The College may receive an advance payment for organizing the event amounting to **Rs. 1,00,000/-** or **50% of the total registration fees/funds generated or approved by the funding agency deposited in the TMU account**, whichever is lower.

b) The summary of advance payments for specific items is as follows:

S. No.	Item	Advanced Payment	Remarks
1	Bouquet, Flowers, Rangoli, Decorations, Badges, Cultural Program, Hospitality (Water Bottles, Snacks, Tea/Juice) etc.	Rs. 20,000/-	-
2	Printing of Souvenir, Flexes, Invitations, Certificates, Brochures, etc.	Rs. 20,000/-	-
3	Event Kit, Pen, Pad and Stationery	Rs 20,000/-	-
4	Travel Expenses in Advance (Taxi arrangements from Delhi to Moradabad and return, and reimbursement for experts traveling by their own vehicle from within a radius of 300 KM.	Rs. 20,000/-	-
5	Mementos & Trophies for the Experts, Winners/Runners up/Citation etc.	Rs. 20,000/-	If the University memento is provided, the bill must be arranged so that it is included as part of the event expenses.
6	Train and Flight Tickets for Experts	-	To be booked by Hospitality Department.

7	Accommodation (Stay)	-	To be arranged in the Guest House or a nearby hotel if the Guest House is unavailable. (Hotel booking to be coordinated by Hospitality Department)
8	Food and Catering	-	To be organized by TMU as per the approved budget.
9	Honorarium for Experts	-	To be paid directly to the Experts' accounts through the ERP system.
	Maximum Advance Amount	Rs.1,00,000/-	

c) Any payment above Rs. 5,000/- has to be compulsorily made through bank transfer.

d) The expected budget of expenditure must be submitted to the competent authority for approval at least seven days prior to the date of the event to ensure timely disbursement of advance funds for various expenses.