



Indian Institute of Technology Kanpur
Centre for Development of Technical Education
Proposal for Self- financed Sponsored Activities

Short- Term Course Seminar Symposium Workshop

For the use of CDTE

1. Activity Details:

S.No.	Attribute	Details
1	Name of the organiser	
2	Title of the activity	
3	Objective(s)	
4	Proposed period	From: _____ To: _____
5	Expected No. of participants	
6	Facilities required	CDTE Seminar room <input type="checkbox"/> CDTE Conf. Room <input type="checkbox"/>

2. Financial Resources:

1	Registration Fees from:	Teachers	Industries	R&D Organisations
2	Funding agencies			
3	Other modes			

4. Approvals:

I understand that overheads at 15% gross receipts is payable to CDTE.	Forwarded & recommended	1. The conduct of course is admissible. 2. Rooms/Facilities from CDTE quota will be allotted by VH, subject to availability only.
Course Coordinator	Head of Department	Head, CDTE

Approved

Dy. Director / Director

For the use of VH Office

Fill-up the details of requirements:

S. N.	Name of Facility with seating capacity	Date		Timings	No. of rooms(*)	
		From	To		Required	Allotted
1	Outreach Auditorium (210)					
2	Outreach Seminar room (40)					
3	PBCEC, Conf. Room(U shaped) (18)					
4	PBCEC, Small Class Room (36)					
5	PBCEC Big Class Room(65)					
6	VH Deluxe rooms					
7	VH Standard AC+ Non-AC rooms					
8	VH Type V Apartments					

Regn. No.:

Certified that the number of rooms as mentioned in the relevant column () are allotted under CDTE quota of VH.*

FO Asstt.

Asst. Caretaker

Manager

Administrator-In-Charge

NORMS & GUIDELINES FOR USING CONFERENCING FACILITIES

Booking Procedure:

- The organiser of the course shall submit the form with CDTE.
 - CDTE office shall take it on record and allot a unique code of registration to decide the seniority. CDTE will give its consent for the conduct of the course in principle with a condition that the allotment of rooms shall take place at VH subject to availability. On daily basis, the file of application will have to be sent to VH for earmarking the rooms and facilities under CDTE quota.
 - VH will allot the rooms from CDTE quota, if available and send it to the Directorate in the same folder on the same day.
 - The proposals shall be approved by the Director.
 - Then it will be sent to the CDTE.
 - CDTE will convey the approvals to all concerned including VH for final information.
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VH Norms & Guidelines:

- Cancellation Procedure: Duly filled-in form should be submitted at the front office of Visitors' Hostel as early as possible to avoid cancellation charges.
- No Telephonic bookings/ cancellations will be entertained.
- [Tariff: See circular on the webpage \(http://www.iitk.ac.in/vh\).](http://www.iitk.ac.in/vh)
- [Priority is given to Institute activities followed by Departmental and Project related activities and other entitled groups.](#)
- [Cleanliness of the premises must be maintained at all times during use. Walls, floors, doors etc. should not be disfigured with notices, posters or marks of any kind.](#)
- [Cooking and or serving refreshments is prohibited inside the 'Outreach 69-80' building.](#)
- [Cooking is only permitted \(i\) at the open place between SAC and Outreach building at Outreach and \(ii\) at the backside of the kitchen of Visitors' Hostel](#)
- The guests coming to attend Conference/Seminars Short Courses / Workshops / sponsored are charged under B category.
- ❖ Check-in, Check-out time : 24 Hrs
- ❖ Stay is allowed at the entire responsibility of the guest(s). No claims for Loss / damage or lapse of service will be entertained at any stage.
- ❖ Please inform the reception about your departure date & time or any other change of schedule well in advance.
- ❖ The guest should verify and certify the final bill before departure.
- ❖ All charges are to be paid in cash/local cheque/credit card at the Front Office, VH, IIT-K.