

SECTION MANAGING COMMITTEE (SMC) MEETING

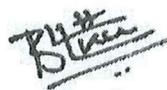
Meeting No. 11/2020-24 of ISTE GUJARAT SECTION

PLACE: Seminar Room, SNPIT – Vidyabharti Trust Campus, UmraKh-Bardoli

DATE: 03/05/2025, Saturday

TIME: 12.00 PM ONWARD

: Agenda:

Welcome address by the Chairman, ISTE Gujarat Section	
Item 1	Approval of the Minutes of the SMC Meeting (10 th meeting of 2020-2024) held at Office of the Joint Director, Department of Technical Education, Karmyogi Bhavan Block-B, Gandhinagar on Dt. 07/02/2025. [Minutes attached for further approval] [Annexure-1].
Item 2	Section activity agenda by ISTE Gujarat Section: 2.1 Action status by SMC-EC members regarding approaching colleges/industries for availing ISTE-IM Status 2.2 Online nomination of awards 2023-24, Resolution for evaluation notification 2.3 Section Account Status and report of ISTE Gujarat Section Books of Accounts certification for the FY 2020-21, 2021-22, 2022-23 and 2023-24 [Annexure-2] 2.4 Appointment of Chartered Accountant for Books of Account Certification for FY 2024–2025 2.5 Discussion and resolution for 'Guidelines for ISTE Gujarat funded events' and resolution for future action [Annexure-3] 2.6 Review and resolution for 19 th ISTE Gujarat State Annual Student Convention held at SAL Education Campus, Ahmedabad 2.7 Resolution for the felicitation of Prof. M. H. Dalchawal for his academic and ISTE contributions. 2.8 Discussion and resolution for 'SOP & Checklists for Annual State Conventions of ISTE Gujarat Section' and resolution for future action [Annexure-4] 2.8 Discussion for ISTE Gujarat Head Quarter Office at campus of Polytechnic, The M. S. University, Baroda and resolution for future action
Item 3	3.1 Any other matter with the permission of the Chair 3.2 Vote of thanks and adjournment of the meeting
 Hon. Secretary cum Treasurer, ISTE Gujarat Section	

Special Invitation to: Principal, SNPIT, UmraKh

ANNEXURE – 1 : Minutes of past SMC Meeting

Minutes of 10th Section Management Committee Meeting, ISTE Gujarat Section		
Venue: <i>Office of the Joint Director, Department of Technical Education, Karmyoqi Bhavan Block – B, Gandhinagar (Hybrid Mode)</i>		
Dt. 07.02.2025	FRIDAY	Time: 01.30 PM – 2.45 PM
Present in the meeting:		Present Online
1. Dr. Sachin Parikh, Section Chairman 2. Dr. Bhasker V. Bhatt, Section Hon. Secretary cum Treasurer 3. Dr. Rakesh D. Patel, EC Member 4. Prof. Shilpa Kathad Khuman, SMC Member 5. Prof. Alefiya I. Kachwala, SMC Member		1. Dr. Kirit M. Makwana, EC Member 2. Dr. S. K. Dave, EC Member 3. Dr. Jayesh A. Shah, EC Member 4. Prof. Hardik Bhatt, SMC Member 5. Dr Miral Thakkar (Partial)
Welcome address: Dr Sachin Parikh, Section Chairman welcomed all EC and SMC Members attending the meeting. He mentioned the time between two meetings went far extended since last SMC meeting was held in August 2024. He request-fully insisted SMC and EC members to keep active and involved in ISTE Activities. Dr Parikh mentioned sincere efforts are required from all members of the committee for vibrant ISTE Gujarat.		

ITEM Number with AGENDA	DISCUSSION/ RESOLUTION
Item 1 Approval on the Minutes of the SMC Meeting (9 th meeting of 2020-2024) Conference room, Department of Technical Education Gandhinagar on Dt. 09/08/2024	The Minutes for both meetings were placed before the Section Management Committee for confirmation & approval. Under Item 2 – 2.6, it was further added that, “The matter to be taken further by ISTE HQ and intimation is waited for a resolution.” and the same was approved unanimously.
Item 2 –	Section activity agenda by ISTE Gujarat Section:
Item 2 – 2.1 Action status by SMC-EC members regarding approaching colleges/ industries for availing ISTE-IM Status	a) Prof. Shilpa informed the Section that in Saurashtra region, almost all the technical institutes are Institutional member to ISTE. She would approach few newly established universities (Junagadh Universities) for availing IM Status in the region. b) Dr R D Patel informed that he has initiated communication and presented ISTE at Engineering College, TUVA and awaited their formal process towards enrollment as IM. c) Dr K M Makwana informed about his request to ISTE HQ regarding IM Status for institutes having lesser number of faculty members towards relaxing applicable norm of 25 LM in the institutes. A resolution and guideline is awaited

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<p>Item 2 – 2.2 Status of ISTE Gujarat State online nomination of awards 2023</p>	<p>from ISTE HQ.</p> <ol style="list-style-type: none"> 1. Hon. Secretary informed the committee about previous notification and malfunctioning of ISTE Gujarat Website while observing delay in recovery and circulation of a new notification from section for award nomination. He informed the committee about efforts made by himself and Dr Shilpa for the online nomination portal preparation. Extended last date of awards nomination submission is 15th February 2025. It was also informed that a total of 34 nominations is received till date. 2. Hon. Chairman instructed to ensure none of the award category to remain idle and without a nomination. He also insisted that all committee members spread the word fostering nominations. He instructed Hon. Secretary to share details of award nomination notification among all committee members. 3. Hon. Chairman instructed Hon. Secretary to revive the ISTE Gujarat Website being an important mode of communication with members. Discussion was held about malware attack on site and non-recovery from flawless working status with loss of content. It was resolved that the section may change the Webmaster – Mr Rahul Panchal, if the site is not restored by end of February 2025 and redevelop the site with another webmaster. All due payments to be kept on hold and forfeited for current webmaster due to inefficient operations.
<p>Item 2 – 2.3 Status of Section Account and Report on ISTE Gujarat Section Accounts certification for the FY 2020-21, 2021-22, and 2022-23</p>	<ol style="list-style-type: none"> 1. Hon. Secretary cum treasurer informed the section regarding account verification and auditing process ongoing. It is expected that the pending accounting certification from CA will be completed in the upcoming week. The report of the same would be shared among all committee members (i.e. by 15th February 2025). 2. The discussions held regarding the difficulty due to issuance of PAN Card of Section in year 2016 and non-filing of IT Return since FY 2016 and non-eligibility of Section account for auditing under prevailing provisions from Act. The matter was on table for discussion during Section Chairman Meeting held at Bathinda on 5th September 2024, where the resolution and guidelines for financial operations are sought from ISTE HQ. 3. It was resolved for Dr J A Shah and Dr R D Patel to discuss the matter with CA of ISTE HQ and EC Members in the

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	<p>upcoming meeting to foster clarification and further course of action.</p> <ol style="list-style-type: none"> 4. Hon. Secretary cum Treasurer was instructed to send a communication to the ISTE HQ seeking guidelines on further accounting process. 5. Current balance in the bank account of ISTE Gujarat was informed to committee members. 6. The committee appreciated ISTE HQ for the release of funds - INR 1.60 Lacs towards Section Share from Student Chapters memberships.
<p>Item 2 – 2.4 Planning for ISTE State Annual Students’ and Faculty Conventions 2023: (a) Approval for proposal by SNPITR&C, Umrakh Bardoli to host 27th ISTE State Annual Faculty Convention, scheduling of the event.</p>	<p>Special Invitee: Dr Miral Thakkar remained present online during the discussion</p> <ol style="list-style-type: none"> 1. The Committee accepted the proposal received from SNPITR&C, Umrakh, for co-hosting the 27th ISTE State Annual Faculty Convention. It was resolved for the undertaking further procedure for approval and preparations by the co-host institute. 2. Dr Piyush Jain, Principal, communicated to Hon. Secretary about suggestive date for hosting the convention on 20th March or 9th May 2025. 3. Discussions held on workable possible scheduling of events considering Sanction Approval from ISTE HQ, Theme identification for convention cum conference, receipt and screening of research papers and other preparations, it was suggested for scheduling the said event in the last week of April 2025. 4. The committee reminded of sharing preparation details with the proposed co-host institute regarding the event and sub-events, accommodation of committee members if request for overnight stay with arrival one day in advance to ensure preparations and smooth functioning of the event. 5. For the pending proposal for hosting 19th ISTE Gujarat State Annual Students Convention 2024, it was initiate by Hon. Chairman towards communication with SAL Education, Ahmedabad where initial positive response were given. Considering the association of SAL with ISTE and past experience on hosting conventions, the committee unanimously resolved consent to request ISTE ND for issuance of Sanction Proceedings and to initiate further event preparations.

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<p>Item 2 – 2.5 Discussion and resolutions related to National Convention activities (a) Procedural guidelines for upcoming years (b) Partial Financial Assistance to participating students and appointed officer from State Section (c) Discussion and resolution for National Fellowship nomination from ISTE Gujarat State Section</p>	<p>Email received from Executive Secretary (Dt. 01/02/2025) was read aloud with Minutes shared for the meeting held online with Section Chairmen (Dt. 27/12/2024 at 8.30pm onward) host by ISTE HQ regarding 54th ISTE National Annual Faculty Convention scheduled on 13th and 14th February 2025 at the Lamrin Tech Skill University, Ropar, Punjab. Dr R D Patel initiated action to represent Gujarat State through students in advance and have prepared two teams to participate in (1) Ideathon and (2) Project Expo. For the event category of (3) Cultural event and exhibitions, none of the student groups are willing to participate with short intimation.</p> <p>A) It was resolved about Dr R D Patel and Dr J A Shah who would be participating in the Executive Council Meeting during the convention. They are given charge for mentoring student groups with faculty towards a successful representation from Gujarat State.</p> <ol style="list-style-type: none"> 1. There are no procedural guidelines shared for upcoming years, as the involvement of students in the 54th National Convention is requested by the Hon. Governor of Punjab. The State Section would wait for further guidelines for upcoming years. 2. <ol style="list-style-type: none"> a) As per email from The Executive Secretary, ISTE, the State Section also would spare funds for reimbursement of TA as per ISTE Norms on 50% basis as the remaining amount to be reimbursed by ISTE HQ. b) The Committee Resolved to support TA of accompanying student members up to an amount of INR 4,000/- for the upcoming 54th National Convention from Gujarat to Ropar, Punjab. c) Above both provisions are sanction by the Gujarat SMC for the current year event only. 3. The committee was informed about the selection of Dr Rajul Gajjar, VC-GTU for honoring of ISTE National Fellowship during the Convention. Dr J A Shah briefed on the past communications from Hon. President, ISTE and subsequent actions took place. The committee appreciated the coordinating efforts from Dr J A Shah, Dr R D Patel and Dr K M Makwana at GTU. However, it was advised that the State Section Office-bearers should be kept in loop for the act, as Hon. Chairman and Hon. Secretary were unaware of the activity until formal procedures completed to an extent.

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	<p>(A) Hon. Chairman instructed Hon. Secretary to send an email to the Executive Secretary with a request of sharing all communication to State Section.</p> <p>(B) Also, the state section to communicate with Ms. Sarla at ISTE HQ for adding office bearers in respective WhatsApp groups of State Office-bearers.</p> <p>(C) The State Section Committee resolved that the personality of Dr Rajul Gajjar, VC-GTU shall be best appropriate for nomination and receipt of ISTE National Fellowship honor during 54th National Convention.</p>
<p>Item 3 – 3.1 Any other matter with the permission of the chair</p>	<ol style="list-style-type: none"> 1. Hon. Chairman called few institutes and requested committee members to identify co-host institute for the State Annual Student Convention for the year 2024. 2. Hon. Chairman insisted to identify host institute for Annual State Hackathon 2025. Dr Shilpa Kathad is to initiate discussion for identification of host institute to organize the event. 3. For the ISTE Best Faculty Chapter Award from Gujarat State, the nomination of GP Bhuj was communicated to ISTE HQ by Hon. Chairman considering delayed identification of nominee from State Award Nominations. The Committee appreciated the timely act, however, the necessary documentation for the Best Chapter Award to be sought for state section records. 4. The Indus University applied for hosting and organizing International Conference through partial financial assistance from ISTE HQ. The institute has received the Sanction Approval of INR 1,00,000/- for the event. In a recent email (Dt. 04/02/2025), the institute has sought SMC committee details towards inclusion in the event brochure. It was appreciated by the committee for the efforts and initiatives taken by the team at the Indus University; the institute to be provided with requested details. 5. Discussions held regarding guidelines of ISTE Gujarat State supported FDP. The guidelines drafted by Dr R D Patel were shared among SMC members by Hon. Secretary where the responses are still pending, hence the matter. It was advised to share it again among all and finalize the guidelines at the earliest. 6. Hon. Secretary read aloud an email received from the Executive Secretary subjected - ISTE Section Chairmen - Review Meeting, regarding. Hon. Chairmen declared his

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	<p>unavailability to participate in the proposed review meeting with his preoccupation in Gujarat State Education Department affairs. It was discussed among committee members and unanimously it was resolved to depute Dr Jayesh Shah, EC Member to represent ISTE Gujarat State Chairman in absentia. He also was requested to put forward matters to discussed and fetch resolutions (banking difficulties) to the President and Hon. Chairmen during review meeting, resulting in fostering ISTE Activities in the Gujarat State. Hon. Secretary was instructed to communicate with the Executive Secretary regarding the above requesting necessary arrangements.</p> <p>7. Hon. Secretary was deputed for the Chairmen's Meeting at National Student Convention held at Bathinda on Dt. 05/09/2024. The Annual GBM Report was shared among committee members. However, the draft minutes from for the event are pending for circulation. Dr R D Patel was delegated to make a follow up coordination with ISTE HQ during the upcoming Executive Council Meeting.</p> <p>8. Dr Sachin Parikh, Hon. Chairman again requested and instructed all the members to act responsibly for ISTE Gujarat Section and its activities by always reflecting active involvement and sincere efforts unanimously to avoid hibernation of ISTE presence among member institutes.</p>
<p>Item 3 – 3.2 Vote of thanks and adjournment of the meeting</p>	<p><i>Dr. Bhasker V. Bhatt, Hon. Secretary cum treasurer</i> thanked all to remain present and participate in deliberations and decision-making process for the ISTE Gujarat State Section.</p>

Signed the minutes on approval in SMC Meeting

Hon. Secretary cum Treasurer,
ISTE Gujarat Section

Date: 03/05/2025

Annexure-2 : ISTE Gujarat Section Accounts - FY 2020-21, 2021-22, 2022-23, 2023-24

INDIAN SOCIETY FOR TECHNICAL EDUCATION

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 Polytechnic Campus, The M S University of Baroda
 Near Shastri Bridge
 Fatehganj
 Vadodra
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Balance Sheet

1-Apr-20 to 31-Mar-21

Liabilities		as at 31-Mar-21	Assets		as at 31-Mar-21
Capital Account		14,53,371.17	Investments		13,04,312.00
Endowment Fund	50,000.00		FD - Bank of Baroda - 02110300043450	5,19,385.00	
General Fund	14,03,371.17		FD - Bank of Baroda - 02110300043451	6,23,513.00	
Loans (Liability)			FD - Bank of Baroda - 02110300052266	53,805.00	
Current Liabilities		20,000.00	FD - Bank of Baroda - 02110300052267	53,804.00	
Refundable Deposit For Convocation	20,000.00		FD - Bank of Baroda - 02110300052268	53,805.00	
Suspense A/c			Current Assets		1,60,059.17
Excess of expenditure over income			Closing Stock		
Opening Balance			Bank Accounts	1,60,826.17	
Current Period	18,789.06		TDS Receivable	8,233.00	
Less: Transferred	18,789.06				
Total		14,73,371.17	Total		14,73,371.17

* Fixed Deposit Interest not recognized as Interest Certificate is not available .

* Difference of Receipt and Payment account of previous year is considered as General Fund for the preparation of Balancesheet.

* Refundable Deposit Includes :

- 20,000/- received from HJD Institute of Technical Education and Research on 11-OCT-2019. Same is decided to forfeited in FY2020-21.
 Hence treated as income for the year ending 31.03.2021

- 20,000/- received from Almiya University on 25-OCT-2019 for Convocation.

* Excess of Income over Expenditure amounting of Rs 18,789.06 transfer to general fund at the end of the year.



BUT
 Chairman Hon. Secretary Hon. Treasurer
 Indian Society for Technical Education
 Gujarat Section

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Income and Expenditure Statement

1-Apr-20 to 31-Mar-21

Particulars	1-Apr-20 to 31-Mar-21	Particulars	1-Apr-20 to 31-Mar-21
Direct Expenses	7,010.00	Direct Incomes	26,660.00
T.A., D.A., Honarium	7,010.00	Forfeited Security Deposit - H/D Institute	20,000.00
Indirect Expenses	5,833.94	State Level Event Hosting Processing Charge SDET	500.00
Bank Charges	333.94	Student Chapter Share to State Section	6,160.00
Legal & Professional Fees	5,500.00	Indirect Incomes	4,953.00
Excess of income over expenditure	18,789.06	Bank Interest	4,953.00
Total	31,633.00	Total	31,633.00



B. K. Patel
Chairman · Hon. Secretary · Hon. Treasurer
Indian Society for Technical Education
Gujarat Section

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Balance Sheet

1-Apr-21 to 31-Mar-22

Liabilities		as at 31-Mar-22	Assets		as at 31-Mar-22
Capital Account		15,72,976.37	Investments		13,04,312.00
Endowment Fund	50,000.00		FD - Bank of Baroda - 02010300043430	5,19,385.00	
General Fund	15,22,976.37		FD - Bank of Baroda - 02010300043431	6,23,513.00	
			FD - Bank of Baroda - 02010300052866	53,805.00	
Loans (Liability)			FD - Bank of Baroda - 02010300052867	53,804.00	
			FD - Bank of Baroda - 02010300052868	53,805.00	
Current Liabilities		33,000.00	Current Assets		3,01,664.37
Sundry Creditors	13,000.00		Closing Stock		
Refundable Deposit For Convention	20,000.00		Bank Accounts	2,93,431.37	
			TDS Receivable	8,233.00	
Suspense A/c					
Excess of expenditure over income					
Opening Balance					
Current Period	1,19,605.20				
Less: Transferred	1,19,605.20				
Total		16,05,976.37	Total		16,05,976.37

* Sundry Creditors Includes outstanding balance of Rahul Panchal (Bill of Website Development).
>> Total Bill of 32,000/- out of which 19,000 paid in FY2021-22. while remaining 13,000 paid as on 06.08.2022.

* FD Interest not recorded due to non availability of Interest Certificate.

* TDS receivable carried forward as it is from previous year.

* Refundable Deposit for convention includes deposit from Atmiya University



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Income and Expenditure Statement

1-Apr-21 to 31-Mar-22

Particulars	1-Apr-21 to 31-Mar-22	Particulars	1-Apr-21 to 31-Mar-22
Direct Expenses	29,118.00	Direct Incomes	1,74,332.00
Grant for Student Convention.	2,020.00	State Share to Gujarat Section From Head Office	1,37,172.00
Memento & Trophy Expenses	5,790.00	Student Chapter Share to State Section	37,160.00
Refreshment & Hospitality	4,716.00		
T.A., D.A., Honarium	16,592.00	Indirect Incomes	7,590.00
		Bank Interest	7,590.00
Indirect Expenses	33,198.80		
Bank Charges	70.80		
Postage Expenses	354.00		
Printing, Stationery & Zerox Expenses	774.00		
Website Development & Maintenance Expenses	32,000.00		
Excess of Income over expenditure	1,19,605.20		
Total	1,81,922.00	Total	1,81,922.00

* Excess of Income over expenditure has been transferred to General Fund every year.



B. V. V.
Chairman Hon. Secretary Hon. Treasurer
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Balance Sheet

1-Apr-22 to 31-Mar-23

Liabilities		as at 31-Mar-23	Assets		as at 31-Mar-23
Capital Account		16,71,829.97	Investments		13,04,312.00
Endowment Fund	50,000.00		FD - Bank of Baroda - 02010300043430	5,19,385.00	
General Fund	16,21,829.97		FD - Bank of Baroda - 02010300043431	6,23,513.00	
			FD - Bank of Baroda - 02010300052865	53,805.00	
			FD - Bank of Baroda - 02010300052867	53,804.00	
			FD - Bank of Baroda - 02010300052868	53,805.00	
Loans (Liability)					
Current Liabilities		25,871.00	Current Assets		3,93,388.97
Sundry Creditors	5,871.00		Closing Stock		
Refundable Deposit For Convention	20,000.00		Bank Accounts	3,85,155.97	
			TDS Receivable	8,233.00	
Suspense A/c					
Excess of expenditure over Income					
Opening Balance					
Current Period	98,853.60				
Less: Transferred	98,853.60				
Total		16,97,700.97	Total		16,97,700.97

* Sundry Creditors Includes:
- Sachin Parekh - Bill of Blue Berry Restaurant amounting of Rs. 1,071 paid by Mr Sachin Parekh - Cheque paid but deposited on 17.04.2023 by him.
- Bhaskar Bhatt - Advance Taken for expenses amounting of Rs. 20,000/- for upcoming event but total expenses incurred by him is 24,800/- hence 4,800 remain as outstanding.

* FD Interest not recorded due to non availability of Interest Certificate.

* TDS receivable carried forward as it is from previous year.

* Refundable Deposit for convention includes deposit from Indus University.



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Income and Expenditure Statement

1-Apr-22 to 31-Mar-23

Particulars	1-Apr-22 to 31-Mar-23	Particulars	1-Apr-22 to 31-Mar-23
Direct Expenses	1,10,836.00	Direct Incomes	2,24,210.00
Grant for Student Convention.	10,000.00	Sponsorship for ISTE State Awards - Charul Ubi	2,00,000.00
ISTE Faculty Level Convention Expenses	30,000.00	Student Chapter Share to State Section	24,210.00
Memento & Trophy Expenses	22,235.00		
Refreshment & Hospitality	1,071.00	Indirect Incomes	6,902.00
T.A., D.A., Honarium	47,530.00	Bank Interest	6,902.00
Indirect Expenses	21,422.40		
Bank Charges	35.40		
Postage Expenses	41.00		
Website Development & Maintenance Expenses	21,346.00		
Excess of income over expenditure	98,853.60		
Total	2,31,112.00	Total	2,31,112.00

* Excess of Income over expenditure has been transferred to General Fund every year.



[Signature]
Chairman Hon. Secretary Hon. Treasurer
Indian Society for Technical Education
Gujarat Section

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Balance Sheet

1-Apr-23 to 31-Mar-24

Liabilities	as at 31-Mar-24	Assets	as at 31-Mar-24
Capital Account	15,77,926.44	Investments	15,04,312.00
Endowment Fund	50,000.00	FD - Bank of Baroda - 02010300043430	5,19,385.00
General Fund	15,27,926.44	FD - Bank of Baroda - 02010300043431	6,23,513.00
		FD - Bank of Baroda - 02010300052866	53,805.00
Loans (Liability)		FD - Bank of Baroda - 02010300052867	53,804.00
Current Liabilities	4,800.00	FD - Bank of Baroda - 02010300052868	53,805.00
Sundry Creditors	4,800.00	FD - Bank of Baroda - 5548030004464	2,00,000.00
Suspense A/c		Current Assets	78,414.44
		Closing Stock	
		Bank Accounts	70,181.44
		TDS Receivable	8,233.00
		Excess of expenditure over income	
		Opening Balance	
		Current Period	93,903.53
		Less: Transferred	(-)93,903.53
Total	15,82,726.44	Total	15,82,726.44

* Sundry Creditors Includes:
- Bhaskar Bhatt - In FY2022-23 Advance Taken for expenses amounting of Rs. 20,000/- for upcoming event but total expenses incurred by him is 24,800/- Hence 4,800 remain as outstanding.

* FD Interest not recorded due to non availability of Interest Certificate.

* TDS receivable carried forward as it is from previous year.

* In this year no income was received only expenses made hence Excess of expenses over income find in this year.



BYE
Chairman Hon. Secretary Hon. Treasurer
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Income and Expenditure Statement

1-Apr-23 to 31-Mar-24

Particulars	1-Apr-23 to 31-Mar-24	Particulars	1-Apr-23 to 31-Mar-24
Direct Expenses	74,072.00	Direct Incomes	
Memento & Trophy Expenses	2,160.00	Indirect Incomes	5,303.00
Partial Financial Assistance - Post State Level Con	20,000.00	Bank Interest	5,303.00
Partial Financial Assistance - ISTE State Workshop	5,000.00		
T.A., D.A., Honarium	46,912.00	Excess of expenditure over income	93,903.53
Indirect Expenses	25,134.53		
Trophy Expenses	21,392.00		
Zerox Expenses	3,650.00		
Bank Charges	92.53		
Total	99,206.53	Total	99,206.53

* Excess of Income over expenditure has been transferred to General Fund every year..



BVK
Chairman Hon. Secretary Hon. Treasurer
Indian Society for Technical Education
Gujarat Section

Annexure-3 : Financial Assistance Guidelines for ISTE Gujarat funded Events



INDIAN SOCIETY FOR TECHNICAL EDUCATION

Gujarat Section

Gujarat

FINANCIAL ASSISTANCE GUIDELINES

Indian Society for Technical Education

Gujarat Section

Website : www.istegujarat.in

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1. Introduction

The Indian Society for Technical Education (ISTE) is the leading National Professional non-profit making Society for the Technical Education System in our country with the motto of Career Development of Teachers and Personality Development of Students and overall development of our Technical Education System. Being the only national organisation of educators in the field of Engineering and Technology, ISTE effectively contributes in various missions of the Union Government. The strength of ISTE is the strong base it has in technical education institutions in the country.

ISTE has an Executive Council at National level. It has active membership of more than 128500 technical teachers, 535000 student members, more than 2740 institutional members (including IITs, IISc., NITs and other leading technical institutions), 1414 faculty chapters and 1505 students' chapters at National level and 19 Sections at State Level.

The major objective of the ISTE is to provide quality training programmes to teachers and administrators of technical institutions to update their knowledge and skills in their fields of activity and to assist and contribute in the production and development of top quality professional engineers and technicians needed by the industry and other organisations.

It organizes an annual convention for faculty and students separately every year where a large number of technocrats, technical teachers, policy makers, experts from the industry etc. participate and interact. Every year a National Seminar with a specific theme with respect to the latest development in the field of Science and Technology and societal problems is being arranged during the Annual convention and leading luminaries of technical education are invited to deliver special lectures and delegates will present research papers. ISTE is actively involved in many activities conducted by All India Council for Technical Education New Delhi (AICTE) and National Board of Accreditation New Delhi (NBA). ISTE is having collaboration and MoUs with government Organisation and various Universities for the promotion of technical education system in the country.

This "Financial Assistance Guidelines" will serve the engineering fraternity to build knowledge competency in technical domain through the financial support of Gujarat Section.

2. General Guidelines

- ✦ The financial assistance offered by “ISTE Gujarat Section” will be applicable for AICTE approved technical institutes offering engineering diploma/degree or higher level; which are located in the geographical range of this ISTE Section.
- ✦ Financial assistance to organize technical events will be provided to only one department of an institute once in a financial year (from 1st April to 31st March) only.
- ✦ The organizing secretary/coordinator etc. must be a Life member of the ISTE, attached to the Gujarat Section.
- ✦ To get financial assistance to any engineering department of any institute, at least 03 faculty members from that particular department of that institute must be Life Member attached to ISTE Gujarat Section or will have to apply for membership at the time of submitting the financial assistance application.
- ✦ It is mandatory to submit separate application in the prescribed format for each technical event.
- ✦ The original hardcopy of the application in the prescribed format for such financial assistance must reach to the office of the ISTE Gujarat Section as per following, in the respective quarter of the applicable financial year:

Sr. No.	Date of Technical Event	Last Date to Submit the Application
1	1st February to 30th April	15th December
2	1st May to 31st July	15th March
3	1st August to 31st October	15th June
4	1st November to 31st January	15th September

- ✦ All the proposals for such financial assistance must be approved by the SMC of ISTE Gujarat Section.

- ✦ Intimation of selection of the proposal will be sent to the Organizing Secretary/Co-ordinator/Director/Principal in e-mail or hard copy of the letter, at least 15 days before the date of event.

- ✦ Information brochure & all publicity materials of the technical event must contain a logo of the ISTE, and office bearers of the Gujarat Section (Chairman and Secretary) must be included in the Advisory Committee of the said technical event. These ISTE Officers shall be kept updated about event organization by the applicant team.
- ✦ The invitation and information of the technical event sponsored, supported & assisted by ISTE Gujarat Section must be sent to all the SMC Members of the ISTE Gujarat Section.
- ✦ Certificate of participation will be signed by the Organizing Secretary/Coordinator, Principal/Director of the Organizing Institute, the Chairman/Secretary of ISTE Gujarat Section.
- ✦ Original bills, vouchers, invitation card/brochure copy, feedback form, Utilization certificate of the total expenditure, Conference Proceedings (in case of conference), completion report of the event, attendance sheet of participants of the technical event along with few photographs/videos (in email) must be sent to the ISTE Gujarat Section within 15 days of completion of the event, after which the grant will be released.
- ✦ The Chairman & SMC shall reserve the rights to amend the guidelines for providing financial assistance and to approve/disapprove the application without giving any prior intimation and/or assigning any reason, and its decision will be considered final.

3. Financial Guidelines

- ✦ Procedures required for processing and scrutinizing the bills will be as per the extant financial rules of the ISTE Gujarat Section with the following additional guidelines:
 - (a) No payment in exceeds of Rs. 2,000 be released, other than by crossed Account Payee Cheque on the name of biller. This can be relaxed in the exceptional cases by the Chairman/ Secretary of the Gujarat Section.
- ✦ The sanctioned amount must be used as per the budget proposed in the application and, for the purpose mentioned in the application only.
- ✦ The infrastructure and all other facilities available in the organizing institute are

to be used at free of cost. i.e. costing of such expenses will not be considered in the budget of the technical event.

- ✦ No remuneration/honorarium/memento etc. can be claimed for the staff/faculty/resource person belonging to the organizing institute/college/university.
- ✦ Maximum honorarium amount of a resource person for full day is limited to Rs. 3000/- only. (For half day Rs. 1500/-)
- ✦ Travelling Allowance (TA) for resource person is limited to the amount of fare equivalent 3AC Train fare applicable between his/her parent institute to the organizing institute/venue. No TA will be given to participants.
- ✦ Dearness Allowance (DA) & other allowances will not be entertained.
- ✦ No amounts for the approved financial assistance will be released as an advance payment. The funds to be released upon submission of event report with original bills/vouchers with event balance sheet duly approved by The Director/Principal of organizing institute.
- ✦ All original bills on the name of “Indian Society for Technical Education Gujarat Section” are required to be submitted mandatorily.
- ✦ Certificate of the Coordinator and Co-coordinator will be released normally within 20 days of the receipt of the all valid required documents i.e. original bills, vouchers, invitation card/brochure copy, feedback form, Utilization certificate of the total expenditure, Conference Proceedings (in case of conference), completion report of the event, attendance sheet of participants, soft copy of photographs & videos of the technical event etc.

✦ The amount of financial assistance will be as follows:

Sr. No.	Type of Technical Event	Duration of Event	Minimum No. of Participants	Ceiling (Max.) Limit of Financial Assistance (IN Rs.)
1	Conference/Seminar/Symposium/Workshop	One/Two Day	30	Rs. 10,000/-
2	STTP/FDP/Refresher Course/Summer-Winter School	One/ Two Week (Min. 5 working days)	30	Rs. 15,000/-

- ✦ Organizing Secretary/Coordinator/Co-ordinator of the technical event can avail partial amount of fees from the participants/Co-sponsorship/Co-grant etc. to balance the income & expenditure cost of the event, but the income-expenditure statement showing all the income & expenditure of the event is to be submitted mandatorily along with all original bills, vouchers etc. in the prescribed format to the Gujarat Section.
- ✦ If numbers of participants in any technical event are less than the minimum number of participants mentioned above, then payment will be released in proportion of number of participants.
- ✦ However, The ISTE Gujarat Section will release only the actual amount of expenditure within the ceiling limit of maximum amount sanctioned by the Gujarat Section.
- ✦ The Chairman/ Secretary & SMC shall reserve the rights to amend the guidelines for providing financial assistance and to approve/disapprove the application without giving any prior intimation and/or assigning any reason, and in case of any dispute its decision will be considered final.



Indian Society for Technical Education (Gujarat Section)

Application Form for Financial Assistance

(All data are to be typed in Times New Roman Font – 12 points)

1. Full Name and Address of the Organizing Institute:

Institute Name	
Institutional Membership No.	
Full Address	
PIN	
Contact No.	
E-mail	
Website	

2. Full Name and Address of the Head of Institution:

Name of Head of Institution	
Designation	
Highest Qualification	
Life Membership No.	
Department	
Full Address	
PIN	
Mobile No.	
E-mail	
Website	

3. Full Name and Address of the Organizing Secretary/Co-ordinator:

Full Name	
Life Membership No.	
Highest Qualification	
Department	
Designation	
Field of Expertise	
Total Experience (Year & Month)	
Full Address	
PIN	
Mobile No.	
E-mail	
Website	

4. Membership Details:

Total No. of Student Members from your institute enrolled with ISTE till date	
No. of Student Members newly enrolled from your institute with ISTE during the current financial year (from 1 st April of every year)	
Total No. of Life Members (LM/SRLM) enrolled from your institute with ISTE till date	
No. of Life Members (LM) belong to the department of Organizing Secretary/Co-ordinator	
Name of three faculty members belong to the department of Organizing Secretary/Co-ordinator under Organising Team Mention LM of each	(1) (2) (3)

5. Type of Technical Event (Please Tick any one):

Conference		Seminar		Symposium		Workshop	
STTP		FDP		Refresher Course		Summer/ Winter School	

6. Title of Technical Event:

7. Dates:

From:

To:

8. Venue:

9. Geographical Coverage (Please Tick any one):

Local		Regional		National		International	
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10. Engineering Discipline of Technical Event (Please Tick any one):

Aerospace Engineering		Architecture		Chemical Engineering		Civil Engineering	
Computer Engineering		Electrical Engineering		Environmental Engineering		Electronics & Telecomm. Engineering	
Mechanical / Production Engineering		Pharmacy		Management		* Inter-disciplinary (More than one discipline)	

***For interdisciplinary technical event. Please tick the relevant disciplines in the above-mentioned list.**

**11. Theme of the Technical Event Need, its impact and Short Write-up
(within 300 words): (Please attach a separate sheet, if needed)**

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12. List of Core Committee Members of the Technical Event:

Sr. No.	Name	Department	Designation	Mobile No.	E-mail

**13. List of Speakers/Experts of the Technical Event:
(Eminent personalities/experts to be present during inaugural and technical session)**

Sr. No.	Name of Speaker/Expert	Organization of the Speaker/Expert	Designation	Area of Expertise	Mobile No.	E-mail

14. Expected Number of Participants:

15. Fees to be Charged per Participant (Rs.):

16. Total Budget of the Technical Event (Rs.):

17. Bifurcation of Total Budget of the Technical Event (Rs.):

Sr. No.	Particulars	Rate (Rs.)	Quantity	Amount (IN Rs.)
1	Honorarium/Memento of Resource Persons			
2	Travelling Allowance of Resource Persons (Approx.)			
3	Accommodation of Resource Person			
4	Registration Kit			
5	Banner			

6	Certificates				
7	Printing & Stationary				
8	Food	Morning high tea			
9		Lunch			
10		Evening tea			
11	Miscellaneous				
			TOTAL (Rs.)		

18. Financial Assistance Requested from ISTE Gujarat Section (Rs.):

Rs.	(in words: _____))
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19. Financial Assistance Requested/Approved/Received from Any Other Institution/ Organization/Industry/Agency/Body/Person etc. (Rs.) (Please attach valid copy of the same):

Rs.	(in words: _____))
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20. Any Other Important Information Related to the Technical Event (if any):

We hereby declare that, the information furnished above is true & correct to the best of our knowledge and belief and is based on facts. Nothing material has been concealed / misrepresented therein. If any information furnished above is found to be false or misleading, concealed or suppressed, undersigned will be liable for the consequences thereof.

Place :

Date :

Signature of the Organizing Secretary/Coordinator/
Coordinator

Place :

Date :

Signature of the Head of Institution (Official Seal)

Important:

- Please send hard copy of the proposal addressed to The Chairman/ Secretary, Indian Society for Technical Education, Gujarat Section & send soft copy of the application filled in all respect by email at "istegujsecretary@gmail.com" from the official Email-Id of the institute.
- Any change in the Proforma may lead to disqualification of the proposal.

Annexure-4

Standard Operating Procedure (SOP) For Organizing the ISTE Gujarat State Annual Faculty Convention & Conference

Objective: To provide a structured framework and detailed checklist for host institutions organizing the ISTE Gujarat State Annual Faculty Convention and Conference, ensuring consistency, quality, and alignment with ISTE protocols and expectations.

A. Planning & Coordination

1. **Establish Organizing Committee**
 - Appoint Chairman, Conveners, Co-Conveners, Session Chairs, Track Coordinators
 - Designate ISTE Liaison Officer
 2. **ISTE Communication & Approvals**
 - Inform ISTE Gujarat Section and seek formal approval
 - Coordinate with ISTE National Headquarters (for National President's invitation)
 - Coordinate with ISTE Gujarat Section for Chief Guest of the Inauguration and Valedictory sessions
 3. **Define Theme and Tracks**
 - Align with ISTE's vision and national educational priorities
 - Identify tracks suitable for all technical education disciplines
 4. **Initial Planning Meetings**
 - Conduct regular reviews with the organizing team (internal at host institute)
 - Conduct at least one review meeting with ISTE Gujarat Section to discuss planned insights
 5. **Securing ISBN for the proceedings**
 - The conference papers that are published/un-published/presented to be printed in full-length after due peer-review process as ISBN volume. The hosting institute to do the necessary procedure to secure ISBN for the same. Draft application as prepared by host institute, shall be approved by the ISTE Gujarat Section.
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B. Publicity & Communication

1. **Design Communication Material**
 - Posters, Brochures, Stage Backdrops, Invites
2. **Launch Event Website**
 - Registration & Paper Submission portal
 - Publish Call for Papers and Registration links
3. **Promotion Channels**
 - Social Media (LinkedIn, WhatsApp, Telegram, Facebook)
 - Use frequent posts with variety for wider publicity of the event
 - ISTE Gujarat communication channels to be deployed by the Section with finalized event announcement and media
4. **Press Coordination**
 - Issue press notes to local, regional newspapers prior the event

C. Paper Submission & Review

1. **Identify Peer-reviewers on tracks**
 - Potential from ISTE Life Member fraternity
 - Derive reviewer guidelines (Shall be approved from ISTE Gujarat Section)
 - Certificates to be given to reviewers for their review efforts and support
2. **Paper Formatting guidelines**
 - Define full-length paper formatting guidelines
 - Seek draft papers at prior review stage
 - Seek camera-ready scripts for inclusion in publication volume from authors
 - Derive author guidelines (Shall be approved from ISTE Gujarat Section)
3. **Open Submissions**
 - Launch online portal for full papers and abstracts
 - Ensure flaw-less submission and uploading
4. **Internal Review Committee Tasks**
 - Appointed coordinator to share scripts to reviewers seeking comments and the same shall be communicated to authors to fetch updated paper script
 - Use double-blind peer review and plagiarism check tools
5. **Notify Authors**
 - Acceptance/Rejection emails with review feedback
6. **Conference Proceedings**
 - Compile and format with ISBN registration
 - Submit a copy to ISBN for national records
 - Send a copy to ISTE New Delhi for future reference
7. **Invitations**
 - Send formal invitation letters to ISTE Gujarat Section – SMC and EC Members seeking their presence in the event, travel plan and accommodation requirements
 - Share invitation letters to the principals of technical institutes in surrounding region to attend the event and motivate for participation

D. ISTE Gujarat State Awards & Award Ceremony

1. **ISTE Awards Management**
 - ISTE Gujarat Section fetches nominations, evaluate the nominations, declares the awardees to be honoured during Inauguration ceremony
 - Inform ISTE Gujarat Section for '**Maximum Registration of Participation from an Institute**' (registrations beyond host institute) as soon the initially declared registration deadline is over (not spot-registration)
 - Verify award categories and include the same in Agenda of Inauguration ceremony
 - Coordinate with ISTE Gujarat for official nominations towards confirmation on arrival of awardees in the event
 - Arrange for the award trophies to be displayed among attendees of the Inauguration ceremony
2. **Event Certificates and Mementos**
 - Prepare certificates for presenters, winners, and participants
 - Order mementos and trophies for the paper awardees in different tracks
 - Certificate of participation will be signed by the Organizing Secretary/ Principal/Director of the Host Institute and the Chairman/ Hon. Secretary of ISTE Gujarat Section.

- Paper awardees to be honoured during valedictory session
-

E. Venue & Logistics

- 1. Venue Booking & Setup**
 - Auditorium, Track Rooms, Registration Desk
 - Stage design, seating arrangement, name tags (Draft to be approved from ISTE Gujarat Section)
 - 2. AV and IT Setup**
 - Projectors, microphones, internet connectivity
 - 3. Signage and Direction Boards**
 - Clear display for sessions, washrooms, cafeteria
 - 4. Inauguration & Valedictory Planning**
 - Draft agenda of Inauguration ceremony and valedictory ceremony to be approved by ISTE Gujarat Section
 - Prepare a draft of day's activity agenda for participants and include the same in registration kit
 - Lamp lighting, prayer, dignitary felicitation
-

F. Hospitality & Food

- 1. Accommodation & Travel**
 - Book rooms for VIPs and keynote speakers
 - Provide pickup/drop and travel kits
 - 2. Catering Arrangements**
 - High tea, lunch, and refreshment counters
 - 3. Volunteer Allocation**
 - Escorting duties, guest support, session management
-

G. Media & Documentation

- 1. Photography & Videography**
 - Capture sessions, awards, and group photos
 - 2. Live Streaming Setup**
 - Enable virtual access for wider reach
 - 3. Press Coverage**
 - Prepare post-event press releases
 - 4. Event Report Compilation**
 - Summary, photos, participation stats, and outcomes
-

H. Conference Materials

- 1. Conference Kit Preparation**

- Proceedings, schedule, writing pad, pen, ID cards, food coupons, agenda of inauguration, day-activities, valedictory session with details of venues, materials from sponsors.
 - 2. **Souvenir Book**
 - Messages, paper abstracts, sponsor recognition
 - 3. **Paper Presentations**
 - Identify and invite paper evaluators (at least two members) as Session Chair and Session Co-chair
 - Prepare evaluation sheets
 - Assign a role of reporter to note the timeline
 - Thanks letter and certificate for Session Chair, Co-chair and Reporter
 - 4. **Program Schedule Printing**
 - Venue details, time slots, track names
 - Presentation rooms to have list of presenters
-

I. Post-Event Formalities

1. **Certificates Distribution**
 - Physical and/or digital certificates
2. **Thank You Communications**
 - Email to guests, reviewers, participants
3. **Media Uploads**
 - Share photos, videos, conference highlights
4. **Report Submission to ISTE**
 - Refer to – ‘Convention reporting requirement towards comply of Sanction Proceedings’
 - Complete documentation and final report
 - Details of participant registration, Presence of principals, trustees, VIPs
 - Details of awardees, winners, guests
 - Include accounting details on income and expenditure (ideal - audited report)
5. **Live cast**
 - Sessions as live cast On YouTube or Facebook

Master Checklist for Organizing the ISTE Gujarat State Annual Convention & Conference

A. Planning & Coordination

- Formation of **Organizing Committee**
 - Appoint **Chairman, Conveners, Co-conveners, Session Chairs, and Track Coordinators**
 - Appoint dedicated **ISTE Liaison Officer**
 - ISTE Gujarat State Section **consultation & approval**
 - Define **event theme and tracks** aligned with Vision 2047 & ISTE focus
 - Prepare and circulate **formal invitation letters**
 - Establish communication with ISTE HQ, New Delhi (for National President's presence)
 - Coordination with **Executive Council and Section Management Committee**
-

B. Pre-Event Publicity & Communication

- Design professional **event poster, brochure, banner, backdrop, invites**
 - Launch **conference website** with registration & submission portals
 - Prepare and circulate **Call for Papers and Registration Link**
 - Announce via **ISTE channels, LinkedIn, WhatsApp groups, Telegram, Facebook**
 - Press note to regional newspapers and media houses
 - Send invitation to ISTE Gujarat Section officers seeking travel plans
 - Send invitation to principals of institutes in surrounding region
 - Setup email: `conference.iste@[hostdomain].ac.in`
-

C. Paper Submission & Review Process

- Open submission portal & set deadlines
 - Appoint **Review Committee** (double-blind peer review panel)
 - Check for **plagiarism** using Turnitin/Grammarly/URKUND
 - Finalize accepted papers and notify authors
 - Format **ISBN Conference Proceedings**
 - Assign **Session IDs, Tracks, Chairs, Co-Chairs**
-

D. Academic & Award Ceremony Planning

- Coordinate **ISTE State Awards** (verify award categories & past recipients)
- Collect nominations from institutes/faculties
- Verify **ISTE Membership IDs** (Life/Student/Institutional)
- Prepare **certificates for authors, presenters, winners, participants**
- Arrange **mementos, medals, or trophies** for awardees

E. Venue & Logistics Preparation

- Finalize **main venue** (auditorium) & **session rooms** (classrooms/LH)
 - Setup **registration counters, help desk, signage boards**
 - Arrange **high-speed internet & AV systems**
 - Setup **conference tracks with seating, screens, mic systems**
 - Plan for **Inauguration & Valedictory functions** (light lamp, prayer, felicitation)
 - Arrange for **national song & ISTE anthem** (if any)
 - Order **stage banners, flexes, badges, kits, folders, pens, notepads**
-

F. Hospitality, Food & Accommodation

- Book **guest rooms/hotels** for VIPs, keynote speakers, reviewers
 - Arrange **high tea, lunch, and refreshments**
 - Provide **travel assistance**, welcome kits, and mementos for dignitaries
 - Assign student/faculty **volunteers** for escorting and assistance
-

G. Media & Documentation

- Hire **professional photographer & videographer**
 - Plan **group photo** session of dignitaries, organizers, participants
 - Record **conference tracks and award presentations**
 - Live stream key sessions via **YouTube or Facebook Live**
 - Prepare a **post-event report** with images and feedback
 - Send **press release** with highlights and winners list
-

H. Conference Materials

- Prepare and print **Souvenir Book/Proceedings with ISBN**
 - Include message from **ISTE National President & State Chairman**
 - Print **Program Schedule, Abstract Booklet, and Agenda**
 - Pack and distribute **conference kits** (with proceedings)
-

I. Post-Event Activities

- Distribute **certificates (soft/hard copy)**
- Send **thank you letters/emails** to participants, guests, and collaborators
- Upload photographs & videos on **ISTE Gujarat's website/social handles**
- Submit **comprehensive report** to ISTE Gujarat Section
- Upload selected papers or proceedings (if open access)

