

FORM OF UTILIZATION CERTIFICATE FOR AUTONOMOUS BODIES OF THE  
 GRANTEE ORGANIZATION

UTILIZATION CERTIFICATE FOR THE YEAR 2023-2024 in respect  
 of recurring/non-recurring  
**GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS**

1. Name of the organizer : **INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT**
2. Name of the seminar: **NEP2020**
3. Whether recurring or non-recurring grants: **Non-Recurring**
4. Grant released (1<sup>st</sup> Instalment): **75,000/-**
5. Grants to be released after submission of Utilization Certificate and Report : **25,000/-**
6. Grants position at the beginning for the financial year
  - (i) Cash in Hand/Bank : **NIL**
  - (ii) Unadjusted advances: **NIL**
  - (iii) Total: **NIL**

7. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years (figure as of Sl.No. 3 (iii) )	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2+3+4)	Expenditure Incurred	Closing Balances (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
			ICSSR-NRC/SEM-CONF/2023-24	3-11-23	1,00,000/-	1,00,000/-	2,13,523/-	NIL

Component wise utilization of grants:

Grant-in-aid- General	Grant-in-aid Salary	Grant-in-aid- creation of capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank - **NIL**
- (ii) Unadjusted Advances: **NIL**
- (iii) Total: **NIL**

*True and correct*



*Rachita Rana*  
 Dr. Rachita Rana  
 Director

Institute of Information Technology & Management New Delhi

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid. It has been ensured that the physical and financial performance under seminar/workshop/Conference/Lecture \_\_\_\_\_ (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure - I duly enclosed.
- (vii) The utilization of the fund resulted in outcomes given at Annexure - II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (viii) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure -II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date: Delhi  
Place: 9/3/24

*[Handwritten Signature]*  
Signature of the Convener

Signature Name..... *[Handwritten Signature]*  
Head of the Organisation with stamp

*Rachita Rana*  
Dr. Rachita Rana  
Director

*[Handwritten Signature]*  
Chartered Accountant  
With stamp

*True and correct*



*[Faint stamp text]*  
Institute of Information Technology & Management  
New Delhi

**FORMAT FOR UTILIZATION CERTIFICATE UNDER THE SCHEME**  
**(FINANCIAL YEAR 2022-23)**

**GGSSIP UNIVERSITY approval Letter No & Date:** GGSIPU/DSW/2019/401/3109, 09/08/2019

**Name & Address of the Institution:** Institute of Information Technology & Management  
D-29, Institutional Area, Janakpuri,  
New Delhi-110058

**Name of Convener :** Prof. (Dr.) Vandana Raghava

**Dates of Conference :** From: 28<sup>th</sup> April, 2023 to 29<sup>th</sup> April , 2023

**Title of Conference :** "Industries 4.0 and key drivers of sustainability in Amrit Kaal "(IKDSAK  
on 28-29<sup>th</sup> April 2023, .

S. No.	Details	Amount	
(a)	Approval Letter No. & Date GGSIPU/DSW/2019/401/3109, 09/08/2019	Rs. 1 Lakh	Certified that an expenditure of a total amount of Rs. has been incurred on account of Rs 4,21,874 organizing conference titled " <u>International Conference on "Industries 4.0 and key drivers of sustainability in Amrit Kaal "(IKDSAK 2023) on 28-29<sup>th</sup> April 2023.</u> "  From: 28 <sup>th</sup> April, 2023 to 29 <sup>th</sup> April, 2023 held at IITM, Janakpuri.
(b)	Total amount approved by GGSIP University as per the approval letter	1 Lakh	
(c)	Amount to be Released by GGSIP UNIVERSITY	1 Lakh	

Certified that I have satisfied myself that the conditions on which the grants-in-aid was approved have been duly fulfilled.



*Vlog*  
Name & Signature of the Convener  
Prof. (Dr.) Vandana Raghava

*Rachita*  
Signature (with seal) the Head of the Institution

Signature of the Finance Officer (with seal) & Certified by CA with her/his Membership No. *540380* & Residential Address  
CA DISHANT KHATTER  
Membership NO - 540380  
Address - 207, Padma tower - 11, 22, Rajendra Place, New Delhi - 110008

*Rachita Rana*  
Director  
Institute of Information Technology & Management  
D-29, Institutional Area, Janakpuri, New Delhi - 110058



**"PART E"**  
**FORMAT FOR STATEMENT OF EXPENDITURE**

GGSP UNIVERSITY approval Letter No. & Date:

Name & Address of the Institute: Institute of Information Technology & Management  
D-29, Institutional Area, Janakpuri,  
New Delhi-110058

Title of the Conference : "International Conference on "Industries 4.0 and key drivers of sustainability in Amrit Kaal "(IKDSAK 2023)

Name of the Convener : Prof. (Dr.) Vandana Raghava

S. No.	Income	Rs	S. No	Expenditure	Amount (Rs.)
1.	Name of the sponsoring agencies (like GGSP UNIVERSITY, DHT, DST, CSIR, ICSSR, UGC Trust etc.) and amount received: i) ii) iii)	1 lakh	1.	Event Brochure:	1,620
			2.	Posters/Printing: Stage backdrop/banners:	2,970
			3.	Stationery(Paper, Cell for mike, Pen Pad): Zerex	6,200
			4.	TA to the speakers:	16,000
			5.	Honorarium to the speakers:	75,000
2.	Registration fees: Total Participants (100) i)Student ii)Academia iii)Corporate iv)Any other		6.	Publication of proceedings:	35000
			7.	Conference Kit Note pad pen	5,376
			8.	Tea Snacks/ Lunch /Dinner:	2,70,524
3.	Fee for paper presentation	NA	9.	bouquet	2800
4.	Fee for poster presentation	NA	10.	Mementoes/prizes/medal Sticker printing	1,844
5.	Income from other Sponsors	NA	11.	Certificate	3,000
6.	Any other income if any with details	NA	12.	Any other (Please give details) Local conveyance, Rangoli colour etc.	1,540
<b>TOTAL</b>			<b>TOTAL</b>		<b>4,21,874</b>

Name and Signature of Organising Secretary / Convener



Name & Signature of the Dean of IITSS/  
Director /Principal of Institution with Seal

Signature of the Finance Officer (with seal) & UDIN - 27540382BGR ZBP9409  
Certified by CA with her/his Membership No. & Full Postal Address  
CA DISHANT KHATTER  
MemberShip No - 540382  
Address - 207, Padma tower - 11, 22, Rajendra Place, New Delhi - 110008





**Directorate of Students' Welfare**  
**Guru Gobind Singh Indraprastha University**  
**Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>**

Dated: 08/06/2023

No. GGSIPU/DSW/11/21-22/342

To,

Director/Principal  
 Institute of Information Technology & Management  
 D-29, Institutional Area  
 Manak Puri, New Delhi

Subject: Financial Assistance for Organizing a Conference under Seminar Grant

Sir Madam,

With reference to your application dated nil regarding Financial Assistance under the scheme of Seminar Grant for organizing workshop from 28.04.2023 to 29.04.2023, it is informed you that your proposal will be considered in accordance with the guidelines of Seminar Grant notified vide notice dated 23.02.2021 in next meeting of the committee after completion of Conference/Seminar and submission of following requisite documents in the Directorate of Students' Welfare:

1. Grant released/sanctioned for organizing a particular Seminar/Conference/Workshop cannot be utilized for any other programme/purpose. *Not in request*
2. Certificate of clearance from Govt. of India is essential for conducting international Seminars/ Conferences to be obtained by the individual affiliated institute of the University. *Not in request*
3. The seminar should be student oriented and ensure maximum participants of student in the event.
4. Institute/School shall include the University name and logo prominently in the Seminar/Conference/Workshop.
5. Feedback Form as per Part - C.
6. Utilization Certificate as per Part-D
7. Statement of expenditure as per Part - E.
8. The Part D & E should be audited/certified by the Chartered Accountant and signed by Principal / Director of the affiliated institute and Financial Head/Officer. *Not in request*
9. Copy of proceedings/publications and other relevant documents of Seminar. *Separate*
10. List of speakers invited from the outside of institute with their respective affiliation, designation and department.
11. Total number of participants. Mention the number of faculty, students and others separately, who attended the seminar.
12. If required, a presentation would be made by the host institution before the committee for appraisal of the activity for the approval of grant. *Not in request*
13. All the related announcements/banners/publications/invitation cards must bear the logo of the University.
14. The host institute must give wide publicity through its website, flags etc. to all the concerned students/faculty.
15. The host institute must declare the details of sponsorship if any, received from/applied to any sponsoring agencies other than GGSIP University like DST,DIT, CSIR, ICSSR, UGC, Trust, Society, etc.
16. Remuneration to the speakers/delegates as per the norms of the University.
17. List of participants/speakers/delegates attended or will attend the conference, as the case may keeping in mind the adherence the point no. 17 i.e. "the University will have the right to nominate two persons to attend the event without any charges (delegation/registration fee etc.). They would be entitled to all the privileges available to the registered delegates". *Separate*

You are also advised to submit all the aforesaid requisite documents and details of Institute bank account. Name of Bank, IFSC Code & a copy of cheque for RTGS enabling to issue sanction order.

Yours Faithfully

*Rachita Rana*  
 Dr. Rachita Rana  
 Director

Institute of Information Technology &  
 Management New Delhi

*HP*  
 (Prof. Manpreet Kaur)  
 Director, Students' Welfare

