



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद- 826004 (झारखंड)
Indian Institute of Technology (Indian School of Mines), Dhanbad-826004 (Jharkhand)
Office of the Dean (Students Welfare)

No. IIT(ISM)/DSW/Gymkhana/01

Date: 20/10/2023

NOTICE

All the Faculty Advisor and Club Co-ordinators are hereby informed that for the various Club Events/ Activities, the following norms is applicable and shall be adhere strictly to below guidelines.

1. **For holding any club activities, financial approval and advance-** a prior approval from Dean (Student Welfare) is required, which shall be obtained by submitting an Approval/ Advance form (C/2) along with Event Planning Form (C/1) atleast 10 working days prior to the Event/ Activities.
2. All the payments to the vendor shall be through On-line mode (via UPI/Bank Transfer etc) only. Further to Note that Payment shall not be made in personal account of Proprietor/Partner. Trade name shall reflect in the Payment Proof otherwise payment shall be made through Bank transfer in the Account No. mentioned in the Invoice.
3. All Invoices/Bills shall be in favour of IIT-ISM, Dhanbad, indicating name of the Club.
4. No approval and any advance etc. shall be made in the month of March. All advances, bills adjustments must be submitted latest by 15th March every year.
5. **For Adjustment of Advance-** All bills/ Adjustment Vouchers needs to be submitted in Adjustment of Advance/ Reimbursement form (C/3) along with Request of Adjustment of Advance form (C/4) to the O/o Dean (Student Welfare) within 5 working days after the completion of the Event/Activities.
6. **Refund of Excess Advance-** Excess of Advance shall be deposited in the Account of Student Welfare, IIT-ISM within one week time from the completion of Event. The amount may be refunded to following Bank Account.

Bank Details:

A/c Name- STUDENT WELFARE IIT (ISM) DHANBAD
A/c no- 38517434157
IFSC- SBIN0001641

This issues with the approval of Competent Authority



Office of DSW
IIT(ISM),Dhanbad

Students' Gymkhana,
IIT(ISM), Dhanbad
www.sgiitism.in

C/1

Event Planning Form

This pre-event planning form is to be submitted by the Student Coordinator through Faculty Advisor to the O/o DSW for approval.

EVENT OVERVIEW					
Event Title					
Event Date & Time					
Event Location					
Event Website (if any)					
Event Type	Concert	Cultural	Speaker	Sports	Competitions
	Social Activity		Reunion	Other (Specify)	
Event Budget Allocation	₹				
Event Description					
EVENT COORDINATOR INFORMATION					
Name of Club					
Name of Faculty Advisor				Contact	
Name of Student Coordinator(s)		Admission No.		Contact	
EVENT SCOPE					
Target Audience					
Objectives					
Expected Attendance					
EXPERT DETAILS					
Name of the Expert					
Expert's Profile					
Fee of the Expert (if any)	₹				
Travelling Expenses etc. (if any)	₹				



Please attach an Itinerary of your event along with other supporting documents

Endorsed By -

Student Coordinator(s)

Faculty Advisor

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

OFFICE OF DEAN (STUDENTS WELFARE)

NAME OF THE CLUB/ACTIVITY

Form for seeking Approval/ Advance into Club Coordinator's/Faculty Advisor's account

Sr. No.	Particulars	Details
1.	Name of Club Coordinator with Admission No.	
2.	Budget Head and Serial No.	
3.	Budget Allocated(in Rs.)	
4.	Actual exp.+ advance drawn (till date) (in Rs.)	
5.	Funds available (in Rs.)	
6.	Budgeted Expenditure for the Event (in Rs.)	
7.	Advance required (in Rs.)	
8.	Bank Details: Name of A/c Holder	A/c No.- IFSC-
9.	Purpose of Advance/Description of items to be purchased with Amount required. Payment to Vendor must be in Online mode only	
10.	Mode of procurement (online/ local market)	
<p>I do hereby undertake that I will spend the money for the purpose it has been drawn and submit the bills for adjustment positively within 15 days from the date of purchase and unspent balance, if any, will be refunded back immediately after purchase of items. Default in adjustment of advance will be entered in my no dues.</p> <p style="text-align: right;">(Signature of Club Coordinator)</p>		
<p>Approved/ Not approved (UptoRs. 10,000/- only) OR Recommended/ Non-recommended (Above Rs. 10,000/-)</p> <p style="text-align: right;">(Faculty Advisor)</p>		
<p>Approved/ Not approved (UptoRs. 10,000/- only) OR Recommended/ Non-recommended (Above Rs. 10,000/-) (Only in case, faculty advisor is not present in the institute or otherwise engaged.)</p> <p>(General Secretary) (Finance Convenor)</p>		
<p>Approved/ Non-Approved</p> <p style="text-align: right;">Dean (SW)</p>		



Office of DSW,
IIT-(ISM), Dhanbad

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C/3

Adjustment of Advance Proforma / Reimbursement (to be submitted with Adjustment format)

EVENT OVERVIEW	
Event Title	
Event Date & Time	
Event Location	
Event Description	

EVENT COORDINATOR INFORMATION			
Name of Club			
Name of Faculty Advisor		Contact	
Name of Student Coordinator(s)		Admission No.	Contact

DETAILS OF BILL						
Sl No.	Name of Supplier	Bill No.	Date	Items	Justification of such items	Amount

Approved Amount:			
Advance Taken:			
Amount:	Date:	Cheque No.:	
Total Expense of the Event:			
Account details for Transfer			
Name:	Bank:	A/c No.:	IFSC:

Endorsed By-

Student Coordinator(s)

Faculty Advisor

Office of the Dean Students Welfare
Indian Institute of Technology (ISM), Dhanbad

Dean (SW)

Through: AD (SA)

Request for Adjustment of Advance

1. Name of the Club: _____

2. Name of Faculty Advisor & Mobil No. _____

3. Name of Student Coordinator & Mobil No. _____

4. Amount of Advance Drawn: _____

Vide - Cheque No. _____ Dated: _____

5. Value of the bill being submitted for adjustment: _____

6. Difference (Claimed/ Refunded) please tick: _____

Bank details, if payment is to be done.

Name of the Beneficiary:

Bank Account No.

Name of the Bank

IFSC Code.....

Sig. of student Coordinator _____

Sig faculty Advisor _____

We submit herewith total No. _____ Bills duly signed and stock entry and other certificates
 provided on the body of the bill for Adjustment /Payment

For Official Use