



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Office of Outreach Activities (OOA)

Date: 19.08.2025

Note

Subject: Approval of the Registration and Overhead Policy for Outreach Activities at IIT Kanpur

Proposal

It is proposed to adopt the following Registration and Overhead Policy for outreach activities conducted under the aegis of IIT Kanpur.

1. Registration Policy

The following events must be registered with the Office of Outreach Activities (OOA):

1. Any non-student event organized through contributions from external funds or sponsorship.
2. Any workshop, conference, symposium, course, training program, or outreach event that meets any of the following criteria:
 - Involves external funding/sponsorship, or
 - Is organized in the online domain, or
 - Is conducted physically outside the IIT Kanpur campus.

The OOA reserves the right to reclassify any event based on its nature, structure, and funding arrangement.

2. Overhead Policy

2.1 Purpose of Overheads

Overhead charges are not a substitute for any specific service. They represent the Institute's cost recovery for the use of non-billable resources such as faculty time, the IIT Kanpur brand, administrative support, and academic goodwill. Any additional services provided by the OOA—such as website support, certification, or logistical coordination—will be charged separately at rates notified by OOA from time to time.

2.2 Standard Overhead Rates

Sr. No.	Category	Conditions	Overhead Rate
1	Zero Overhead by Default	Activities that do not collect any fees and do not transfer any money to a DPA/PDA or faculty account.	0%
2	Conferences/Symposia	No fees collected, or fees collected solely to cover lodging/boardings. If surplus remains after expenses (other than honorarium), 20% of the surplus will be deducted before transfer.	0% / 20% (on surplus)
3	Institute-Funded Events	Events funded by the Institute, including those through DPA or Dean's Office.	0%
4	OOA-Organized Programs	Events organized by OOA (e.g., SURGE, FLP).	0%
5	Government/Government Agency-Sponsored Training & Certificate Programs	Events sponsored by government agencies. No further exemption unless sponsoring agency has a published policy/call specifying a lower rate.	10%

Vimal Kumar

6	Self-Sponsored Training Programs	<ul style="list-style-type: none"> - Gross receipts < ₹10 lakhs: 10% - ₹10–25 lakhs: 10% (first ₹10 lakhs) + 20% (next ₹15 lakhs) - Above ₹25 lakhs: As above + 30% (amount exceeding ₹25 lakhs) 	10–30%
7	Corporate-Sponsored Programs	<ul style="list-style-type: none"> Corporate/self-sponsored programs with gross receipts > ₹25 lakhs. - 20% (first ₹25 lakhs) - 30% (amount exceeding ₹25 lakhs) 	20–30%

Note: For any undefined category, the Director, in consultation with the Professor-in-Charge (OOA), will decide the applicable overhead rate.

2.3 Basis of Calculation

- Gross Receipts: Total funds collected from participants or sponsors, excluding applicable taxes but including all registration and sponsorship fees.
- GST: As per the GST Act, 18% GST will be levied on all receipts unless specifically exempted under prevailing laws.

3. Additional Provisions

- Surplus Transfers in Events with Waived/Reduced Overheads:
 - If any surplus remains after meeting all expenses and is transferred to a DPA/PDA or a faculty member's bank account for an event where the Director has granted special permission to waive or reduce the overhead, the Institute will deduct one-third (1/3) of the surplus before the transfer.
- Standardized Faculty Payments (for expense calculations where reduced overhead is permitted):
 - Teaching Fee: Actuals, capped at ₹15,000 per hour.
 - Coordination Fee: Actuals, capped at ₹10,000 per course-hour.
- Mandatory Registration: All outreach events organized by departments—whether off-campus, online, or involving external funding—must be registered with OOA.
- Right to Reclassify: The OOA reserves the right to reclassify any event based on its nature, structure, and funding arrangement.
- Policy Alignment: This policy shall be read in conjunction with IIT Kanpur's financial rules and relevant Government of India funding guidelines, wherever applicable.

4. Effective Date

This policy shall be applicable for all outreach activities and courses starting from August 20, 2025.

Submitted for kind approval.

Vimal Kumar
Professor-in-Charge (OOA)

Approved / Not Approved

R
Director 22/8/25