



# Indian Institute of Technology Kanpur

## Office of Outreach Activities

### PROPOSAL SUBMISSION FORM FOR ACADEMIC EVENTS

Type of Programme (Tick ✓ as applicable)

Date: \_\_\_\_\_

☐ Seminar ☐ Conference ☐ Short-Term Course ☐ Workshop ☐ Symposium ☐ Internship\*

☐ Other (please specify): \_\_\_\_\_

1.	Title of the Programme		
2.	Name of the Organizer(s)	P. F. No.	
3.	Proposed Duration	From: _____	To: _____
4.	Objectives of the Programme (Briefly state the purpose and expected outcomes)		
5.	Financial Details		
(i)	Registration/Course Fees (course fee + 18% GST, wherever applicable)		
	Non-IITK Faculty:	₹ _____	IITK Faculty: ₹ _____
	Non-IITK Students:	₹ _____	IITK Students: ₹ _____
	Personnel from Industry / R&D Organizations: ₹ _____		
(ii)	Funding Agency(ies), if any		
(iii)	Any Other Financial Source(s)		
6.	Classroom in Outreach Building (capacity 40), if required	<input type="checkbox"/> No <input type="checkbox"/> Yes	Expected no. of participants: _____
	Date	From: _____	To: _____
	Time	From: _____	To: _____
7.	Accommodation (VH) Verification: Please Tick (✓) <input type="checkbox"/> I have already verified the availability / non-availability of rooms in the Visitors' Hostel (VH). Kindly refrain from sending the proposal again for re-verification.		
8.	Overhead Policy Declaration: (✓) <input type="checkbox"/> I am aware of and agree to comply with the New Overhead Policy applicable from 20 August 2025. ( <a href="https://iitk.ac.in/oa/data/Overhead_Policy_OOA.pdf">https://iitk.ac.in/oa/data/Overhead_Policy_OOA.pdf</a> )		

\*Note: Institute overhead is not applicable for Internship programmes.

Signature: \_\_\_\_\_

Name of the Proposer: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Forwarded by	Recommended by	Approved/ Not Approved
_____ Head Department _____	_____ Professor- in- Charge, (OOA)	_____ Deputy Director

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

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

#### 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.

#### Additional Provisions

1. 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.
2. 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.
3. Mandatory Registration: All outreach events organized by departments—whether off-campus, online, or involving external funding—must be registered with OOA.
4. Right to Reclassify: The OOA reserves the right to reclassify any event based on its nature, structure, and funding arrangement.
5. 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.

**Visit the link: [https://iitk.ac.in/oa/data/Overhead\\_Policy\\_OOA.pdf](https://iitk.ac.in/oa/data/Overhead_Policy_OOA.pdf)**