



Indian Institute of Technology Kanpur

Office of Outreach Activities

PROPOSAL SUBMISSION FORM FOR ACADEMIC EVENTS

Type of Programme (Tick ✓ as applicable)

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. (https://iitk.ac.in/oa/data/Overhead_Policy_OOA.pdf)					

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

Signature: _____

Name of the Proposer: _____

Designation: _____

Department: _____

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

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/boarding. 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"> - 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.

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