To,
The Head, Institutional Development Cell
AICTE, New Delhi-110070

Subject: Submission of Acceptance of grant and Terms and Conditions for organizing conference.

Sir,

With reference to your Sanction Letter No._____________________________ dated ______________ it is informed that we have received grant of Rs. ______________________ for organizing conference titled ____________________________ (Title of Conference).

Further, it is submitted that we accept the grant and Terms and Conditions mentioned in the Sanctioned Letter.

Approved Conference will be organized from __________ to __________ at _________________________________ (venue).

Name & Signature of Coordinator
[with seal]

Name & Signature of Head of Institute
[with seal]
Utilization Certificate
for the financial year: ________

Name of Institute with PID:
Name of the Scheme under which Grant was sanctioned:

<table>
<thead>
<tr>
<th>AICTE Sanction Order No. &amp; Date under which Grant was sanctioned</th>
<th>Amount Sanctioned (Rs.)</th>
<th>CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs._____________________</td>
<td>Certified that out of the grant-in-aid of</td>
</tr>
<tr>
<td></td>
<td>Rs._____________________</td>
<td>Rs._____________________</td>
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<td></td>
<td></td>
<td>(in words) sanctioned by the AICTE during the Financial</td>
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<tr>
<td></td>
<td></td>
<td>Year __________ as per letter mentioned in the margin,</td>
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<tr>
<td></td>
<td></td>
<td>Rs._____________________ on account of unspent balance of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>previous year + Rs._____________________ on account of</td>
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<td></td>
<td></td>
<td>Interest, a sum of Rs._____________________ has been</td>
</tr>
<tr>
<td></td>
<td></td>
<td>utilized for the purpose for which it was sanctioned, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the balance of Rs._____________________ remained</td>
</tr>
<tr>
<td></td>
<td></td>
<td>unutilized at the end of the year __________.</td>
</tr>
<tr>
<td></td>
<td>Rs._____________________</td>
<td>(for Non-recurring)</td>
</tr>
<tr>
<td></td>
<td>Rs._____________________</td>
<td>(for recurring)</td>
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</table>

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

**Kinds of checks exercised:**
1. Audited Annual Accounts of the Institute
2. Receipt & Payment Account of the Institute

Signature of Chartered Accountant
Name of CA : ___________________
Membership No. : ___________________
Full Address : ___________________
[with seal]
(mandatory for self-financing institutes)

[Signature of Head of the Institute]
Name : ___________________
Designation : ___________________
Full Address : ___________________
[with seal]

[Signature of the Finance Officer]
Name : ___________________
Designation : ___________________
Full Address : ___________________
[with seal]
(Govt./Govt.Aided/University & whatever applicable)

Place : ___________________
Date : ___________________
## Statement of Expenditure

**Name of Institute with PID:**

**AICTE File No.:**

**Title of the Conference:**

**Name of the Coordinator:**

<table>
<thead>
<tr>
<th>Sanction Order No. &amp; Date</th>
<th>Grant Sanctioned</th>
<th>Details of expenditure</th>
<th>Incurred Item wise</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Items/ Activities</th>
<th>Amount (in Rs.)</th>
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</thead>
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</table>

**Total Expenditure**

**1/3rd of the Total Expenditure**

**Grant Received**

(1) ____________________________  (2) ____________________________

Signature of Coordinator [with Seal]  Name and Signature of Head of Institution [with Seal]

(3) ____________________________  (4) ____________________________

Signature (with Seal) of the Finance Officer/ Auditor/Accounts Officer  Name of Chartered Accountant:  
(If it is Govt./Govt. Aided Institute)  Membership No:  
Date:  Rubber stamp:  
Full Address of CA:

Note:-If it is more than one page, each page must be signed & Stamped in all annexure
Feedback Form

Grant for Organizing Conference (GOC)

1. Name of the Convener/ Coordinator:

2. Name and Address of the Institution with PID:

3. Details of events:

4. Dates of event from _______________ to _______________

5. Venue:

6. Total no. of participants:

7. Details of Grant:

<table>
<thead>
<tr>
<th>AICTE’s Sanction Order No. with date</th>
<th>Grant Sanctioned (in Rs.)</th>
<th>Grant Released (in Rs.)</th>
<th>Total expenditure incurred in organizing conference</th>
</tr>
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<tbody>
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</table>

8. Grant received from various agencies other than AICTE for the scheme.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Funding Agency</th>
<th>Grant Received (in Rs.)</th>
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<tr>
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<td></td>
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</tbody>
</table>

| Total  |                         |                         |
9. Details of internal revenue, if any, generated by the Institution/Department on account of this Conference:

10. Briefly mention about the technological/academic/or any other benefit generated by conducting this Conference with respect to a) the institution, b) the faculty; c) students; d) industry/society:

Name & Signature of Coordinator
[with seal]

Name & Signature of Head of Institute
[with seal]