



Indian Society for Technical Education (ISTE)

Near Katwaria Sarai, Shaheed Jeet Singh Marg, New Delhi – 110 016

Publication Unit of Indian Journal of Technical Education (IJTE)

Inviting Proposals to Host International and National Conferences

I) About the ISTE

Indian Society for Technical Education (ISTE) is the leading National Professional Society for the Technical Education System in our country with the motto of overall development of our Technical Education System. Being the only national organization of educators in the field of Engineering and Technology, ISTE effectively contributes in various missions of the Union Government.

It has active membership of more than 1.28+ lakhs of technical teachers, 5.35+ lakhs of student members, more than 2740 institutional members (including IITs, IISc., NITs and other leading technical institutions), 1414 faculty chapters and 1505 students' chapters at National level and 19 Sections at State Level.

ISTE, New Delhi organizes an annual conference and national seminars wherein delegates will present research papers. ISTE is actively involved in many activities conducted by All India Council for Technical Education (AICTE), New Delhi and National Board of Accreditation (NBA), New Delhi. ISTE is having collaboration and MoUs with government organizations and various Universities for the promotion of technical education system in the country.

Indian Society for Technical Education (ISTE), New Delhi pleased to invite proposals from the AICTE, New Delhi approved technical institutions having Institutional Member (IM) of ISTE and willing to organize 2 days International and National Conferences on the new technologies useful to the society. The conference proposals should focus mainly on the new, quality, efficient, service, speed and cost-effective emerging technologies or new perspectives on old topics to share the knowledge and developments across the world. The conference may aim to receive scientific and research papers for presentation, poster presentation, projects/products exhibition, key notes, invited presentations, etc. All presentations may be in hybrid mode.

II) Aims and Objectives:

ISTE, New Delhi intends to have an association with the willing and eligible technical institutions to organize conferences at international and national level in India and abroad to promote high standards in Technical Education by way of creating a common platform to the academicians, scientists, research scholars, consultants and working professionals to exchange their knowledge on technological changes, innovations and inventions. Preference shall be given to the topics on emerging technologies and interdisciplinary (within the scope the IJTE journal).

III) Submission of Proposals:

Proposal format (Annexure I) can be downloaded from the Indian Society for Technical Education (ISTE), New Delhi web portal (www.isteonline.in). Duly filled in proposals alongwith all necessary supporting documents and a payment slip of non-refundable application fee with GST as mentioned below through NEFT to be sent to the **Executive Secretary, Indian Society for Technical Education (ISTE), Near Katwaria Sarai, Shaheed Jeet Singh Marg, New Delhi – 110 016**

Conference Type	Application Fee, Rs	GST	Total Amount Rs
National Conference	5,000/-	18%	5,900/-
International Conference	10,000/-	18%	11,800/-

ISTE, New Delhi Bank Account Details:

Name : ISTE Membership A/C
Account No. : 6707247614
Bank : Indian Bank
IFS Code : IDIB000M089
Branch : Mehrauli Road New Delhi

One institution can submit **one proposal** only. Any proposal received after last date for submission will strictly be rejected.

A four members expert committee including the editor of the IJTE appointed by the President, Indian Society for Technical Education (ISTE), New Delhi will only be scrutinized the proposals received on or before the last date for submission. Accepted proposals will be communicated through a notification in the ISTE's web portal. Acceptance/rejection of any proposal is the sole discretion of the expert committee.

IV) Important Dates:

Description	Scheduled Date
Last Date for Submission of Proposal	03 rd September 2024
Notification of Acceptance	29 th September 2024

Any proposal received later than the prescribed date and time, shall not be considered.

V) Eligibility:

Any technical institution approved by the AICTE, New Delhi shall be eligible to apply for organizing 02 days international/national conference. It is necessary to have a sound track record both technically and financially in the last 03 years.

- (i) Coordinator must have a good experience in organizing conferences
- (ii) Preference will be given if host Department is NBA accredited/ Institute is NAAC accredited/NIRF ranked.

VI) Financial Support:

ISTE, New Delhi shall extend financial support only to the short-listed institutions. The ceiling of financial assistance to the institution is based on case to case.

Category	Maximum Financial Support, INR
National level conference	2.0 Lakhs
International level conference*	4.0 Lakhs

* - Presence of foreign delegates is mandatory. At least 10% of the selected papers for presentation must be from foreign delegates.

A dedicated conference bank account in any nationalized bank needs to be opened by the institution and the details of the bank account are to be intimated to the ISTE, New Delhi for releasing of the first installment of payment. All the financial transaction pertaining to the proposed conference is to be operated only through this account. After the successful completion of the conference the institution needs to submit bank and audit statement for the release of final installment by the ISTE, New Delhi.

VII) Release of Funds:

Funds will be released for organizing the international/national conference and must be used only for this event.

Instalment	National Conference	International Conference
First Instalment	1.0 L	1.0 L
Second Instalment	1.0 L	1.0 L
Third Instalment	-	2.0 L

Final disbursement of remaining 50% after the conference will be released on receipt of the following from the grantee institution **within a month time** from the closing date of conference.

- a) Utilization certificate and statement of accounts in prescribed proforma duly audited and certified by the auditor. In case of government institutions, finance officer or accounts officer.
- b) All expenditure bills incurred only for organizing the approved conference must be in original with GST attested by the head of the institution. No vouchers are accepted
- c) All supporting documents as per the terms and conditions.
- d) Few photographs covering conducted events of inauguration, valedictory, paper presentations, exhibitions and video of the conference, etc
- e) Feed-back of few participants with signatures;
- f) 05 hard copies and soft copy (PDF format) of proceedings/souvenir.
- g) List of Participants with contact details
- h) List of keynote speakers with their profile.
- i) Feedback of few participants need to be taken with signature.

VIII) Conference Publicity:

Host institution should take initiative for planning and promotion of the conference at international and national level by creating a separate conference website. ISTE New Delhi will display the conference details in it's web portal,

IX) General Terms and Conditions:

- (a) The approved conference shall be conducted as per the proposed dates after the confirmation received from the ISTE, New Delhi.
- (b) Grant released by the ISTE, New Delhi exclusively be used for organizing the approved conference and in no case be used for any other purpose.
- (c) ISTE, New Delhi **will not consider any request for additional amount** other than the sanctioned amount.
- (d) **Excess amount collected for organizing the proposed conference after adjusting all the eligible expenditure will be shared between the organizing institution and the ISTE, New Delhi. The percentage of share of the Host Institution: ISTE will be in the ratio 60:40.**
- (e) Selected, registered and presented papers of the conference will be published as a special issue of the Indian Journal of Technical Education (IJTE). No additional amount will be collected from the authors for the same apart from the one-time conference registration fees.
- (f) In no case **change of the proposed conference title** will be entertained.
- (g) Any changes like conference dates and venue, conference Coordinator name, etc must be communicated to the ISTE, New Delhi to get an approval. Otherwise, the approval is treated as cancelled and the funds if any released to the host institution be returned.
- (h) In case of international conference, all necessary procedures like visa/travel/stay/etc are to be strictly followed for the foreign delegates
- (i) If the approved conference is cancelled due to any reason, the total fund released by the ISTE, New Delhi for this event be returned immediately.
- (j) All proposals must be submitted in the prescribed proforma given as Annexure I and that needs to be submitted to the Executive Secretary, Indian Society for Technical Education (ISTE), Shaheed Jeet Singh Marg, Block B, Katwaria Sarai, New Delhi, Delhi 110 016 in hard copy only.
- (k) **Use of ISTE Banner & Logo:** In all kinds of correspondence related to the ISTE approved conference like invitation, letter heads, publicity materials, advertisements, kits, ID cards, proceedings and/or souvenir, conference flex boards, backdrop, etc use of **“Funded by or Sponsored by or Organised jointly with the Indian Society for Technical Education, New Delhi”** and **its logo is mandatory**. Grantee institution needs to mention also in all communications that the selected conference papers will be published by the ISTE, New Delhi in the Indian Journal of Technical Education (IJTE).
- (l) **ISTE Participation:** Host institution could permit a maximum of 4–5 nominees' representatives for coordinating and monitoring.

Annexure I

Indian Society for Technical Education (ISTE), New Delhi

Publication Unit of Indian Journal of Technical Education (IJTE)

Proposal for conducting International / National Conferences

I) Name of the Institution:

.....

II) Name of the Director / Principal:

.....

Qualifications: Designation:

Department: Institution Website:

E-mail ID: (Official Email)

Contact No./s: Landline: (STD Code) -

Mobile:

III) Name of the Department to Organize the Proposed Conference:

.....

IV) Organizing Secretary or Convener of the Proposed Conference:

.....

V) Title of the Conference:

.....

VI) Objective(s) of the Proposed Conference: (if required attach a separate sheet)

.....
.....
.....
.....
.....
.....

VII) Attach the Call for Papers (CFP): Yes/No.

VIII) Type of Conference (put “√” mark)

i) National

ii) International

If international, from which countries delegates are expecting?

.....
.....
.....

XI) Proposed Conference Date/s : DD / MM / YEAR
 X) Whether the Institution is Having ISTE's Institution Membership Yes/No
 If Yes, Provide the Number IM

XI) Whether the Institution is Having Active ISTE Chapter Yes/No
 If Yes, Provide the Number
 Provide Details of Programmes Organized in the Last 02 Yrs (Attach separate sheet)

XII) Whether the Institution is Having Active ISTE Students' Chapter Yes/No
 If Yes, Provide the Number
 Provide Details of Programmes Organized in the Last 02 Yrs (Attach separate sheet)

XIII) Whether the department has received grant/s from any funding agency for organizing any conference earlier?
 Yes / No

If yes, Pl provide details. like funding agency, conf/sem. title, year, number of participants attended, amount received,

S.No.	Conf./Sem. Title	Type National/ International	Dates	No. of Participants*	Funding Agency	Fund/Grant Recd. INR

* If international, provide details of number of foreign delegates & countries represented

XIV) Number of Delegates Expected
 Local :
 Out Station :
 International :
 Total :

XV) Venue of the Conference :

XVI) Details of Facilities Available to Organize the Proposed Conference

(i) Availability of Conference Hall/Auditorium Yes / No
 (ii) Air conditioned: Yes / No
 (iii) Seating Capacity: -----
 (iv) Availability of A/C Halls for Parallel Sessions: Yes / No
 If yes, how many -----
 (v) Availability of audio/visual equipment Yes / No

XVII) Availability of Space for Projects/Products or equipment Exhibition/ Poster Presentation Yes / No
 If yes, how much area, Sq.ft (approx..) -----

XVIII) Availability of Accommodation to the Participants in the Campus Yes / No

If Yes,

Male :

Female:

XIX) Details of Probable Keynote Speakers

S.No.	Name of the Speaker	Designation & Address	Field of Expertise	Proposed Topic to Deliver Keynote Address
1				
2				
3				
4				
5				
6				

XX) Budget Estimates:

(a) Revenue

Item	Estimated Income	Remarks
1) Registration Fee		
(a) Indian Delegates		
(b) Foreign Delegates		
2) Sponsorships		
3) Advertisements		
4) Projects & Products Expo		
5) Host organization contribution		
Total		

(b) Expenditure

S.No.	Item	Estimated Expenditure	Remarks
1	Honorarium to invited/keynote speakers		
2	Travelling expenses of invited/keynote speakers		
3	Breakfast, lunch & tea		
4	Publication of proceedings/souvenir, brochure, invitations, certificates, postal charges		
5	Venue facilities		
6	Conference kit		
7	Miscellaneous expenses (Provide details)		
	Total		

Note: No field/local visits are included in the expenditure

Payment Details:

Amount transferred Rs./- (inclusive of GST). Name of the Bank:
..... Branch: UTR No.
..... Date.

I/We agree that a maximum of total grant Rs 02.00 L / 04.00 L (please tick the appropriate) if sanctioned by the Indian Society for Technical Education, New Delhi has been utilized properly for the proposed international / national conference entitled “.....” during the period organized by the (department name) of..... (institution name) in accordance with the terms and conditions of the ISTE, New Delhi. Objections or irregularities or discrepancies in bills if any are noticed at a later stage, we also agree for the adjustment in the final disbursement or demand for recovery (if excess amount was released).

Date:/...../2024

**Organizing Secretary/
Convener**

**Head of the Department
(seal)**

**Director/Principal
(seal)**

