

This document briefly identifies, defines process for conducting various events in IMI along with procedures for sanctions and approvals required for effective management and delivery of various events. This includes various activities of students like Marketing Summits, HR Summits, Finance Summits, Alumni Meets and any other event happening at IMI.

All events which are expected to be conducted during the year have to be planned well in advance before finalizing the Budget Estimates for IMI. No event with financial commitments from IMI can be carried out without prior budget approvals.

- 1. A detail of Events with tentative month and proposed Expenses for the same has to be approved by concerned department heads or Administrative officer /Registrar and has to be approved by the Director. These estimates have to form part of budget estimates for the year.**
- 2. All summits (HR/Marketing/Finance/Entrepreneur/Alumni) have to be budgeted by the students handling these activities in consultation with Administrative Officer (incase of Placements/guest lecture/ corporate relations etc). As a process, students have to first route it through Administrative Officer to confirm availability of budget under the head and then duly authorized by Registrar and approved by the Director to form part of back-up for budgetary document with Senior Manager, Finance).**
- 3. Students handling these events, must get corporate sponsorship for events and commit minimum 25% of expenses through various sponsorships through their efforts and negotiations. However, exceptions can be approved by the Director in rare cases. A statement to be prepared on inflow through sponsorship and outflow from IMI budget with various heads under which expenditure to be incurred duly signed by Director.**
- 4. Hand over such approved copy of Budget to Senior Manager Finance & Accounts before start of such event/program.**
- 5. Students/administrative officer/faculty handling the activity event to ensure that all commercials for major purchases related to such events are with proper negotiations, 3 vendor quotes are submitted and negotiated before releasing the PO on vendors.**
- 6. Incase of event of large scale(like National level Alumni meet) Different components of event like Food, Gift items, posters, tents, music system, DJ, Banner printing, invitation printing etc have to be negotiated with the help of Senior Manager Administration following normal process of vendor management.**

3rd December, 2007

- 7. In case of students traveling for events/competition and any other placement/presentation related, must submit a report to Administrative officer on prizes won and details of event if any for recording the same in IMI. It is also necessary to submit travel tickets/stay back up etc related to travel outside Delhi.**
- 8. Team handling the activity should nominate one person to handle all financials, payments after due acknowledgement of products and services delivered in conformity with requirement and PO placed and validate the same before sending the final settlement to Senior Manager Finance. It is also necessary for the person handling event management finance to keep running account to ensure that there are no over runs on any head budgeted.**
- 9. In case of events requiring liquor parties, it is the primary responsibility of the person/team/faculty organizing to get a prior permission in the form of license approval and police permission for loud speakers (including DJ) sought well in advance in writing from proper authorities. Senior Manager Administration and Estate will facilitate the same, but the primary responsibility lies with organizers to get the same done on time.**
- 10. Students and administrative officer handling such events must ensure that proper records are kept for receipt and issuance of gifts and balance gifts left are handed over to administrative in-charge and a receipt is obtained to that effect. Senior Manager Finance and Accounts must insist on acknowledgement of such gifts handed over to IMI administrative Executive before settling final accounts.**
- 11. It is mandatory to produce all the back-up document trail like Purchase orders, quotations, approvals, invoices with details to Senior Manager Finance & Accounts for final settlement of event expenditure.**
- 12. All event management accounts have to be settled within 15 days of conclusion of the event/summit and any delayed settlement will result in penalty as decided by Registrar.**