



# DHAMMA DIPA UNIVERSITY INTERNATIONAL BUDDHIST

Established vide Govt. of Tripura Gazette Notification No. F.8 (18) - Law/Leg-I/2022 dated 18th Nov. 2022 by Tripura Act No. 13 of 2022 and included in the list of Universities by UGC under Section 2(f) of UGC Act 1956 vide Ref. No. F.8-1/2023 (CPP-I/PU)

Ref. No. F7/DDIBU/SOP/NF/2025/275

Date 20/01/2025

## Notification

**Subject: Mandatory Compliance with SOP for Organizing Conferences, Seminars, Workshops, and Other Events**

All faculty members, staff, and students are hereby informed that effective immediately, the Standard Operating Procedure (SOP) for organizing Conferences, Seminars, Workshops, Cultural Events, Student-Led Events, and Other Programs must be strictly adhered to. This SOP has been implemented to ensure systematic planning, proper resource allocation, and alignment with the university's objectives.

### Key Points to Note:

#### 1. Mandatory Approval:

- No event, regardless of type, shall be organized without prior approval from the Competent Authority.
- Proposals must be submitted through the Concerned Dean or Section Head for initial review before being forwarded to the Registrar's Office for final approval.

#### 2. Adherence to SOP:

- All organizers must strictly follow the procedures outlined in the SOP, including but not limited to proposal submission, budget planning, resource allocation, and post-event reporting.
- Proposals must be submitted at least 4 weeks prior to the intended date of the event to allow sufficient time for review and approval.

#### 3. Event Types Covered:

- Academic Conferences
- Seminars
- Workshops
- Cultural Events
- Student-Led Programs
- Public Lectures, Symposia, and other Special Events

#### 4. Consequences of Non-Compliance:

1. Any event organized without prior approval will be considered unauthorized and will be subject to administrative action.

#### 5. Access to SOP and Forms:

- The detailed SOP and the required Event Proposal Form are available on the university website under the Events and Notices section. For any clarifications, please contact the Registrar's Office.

Your cooperation in following this SOP is essential to maintain the university's operational efficiency and uphold its academic and cultural standards.

By Order of the Vice Chancellor

Enclosed :-

1. SOP
2. Proposal Submission form



*[Handwritten Signature]*  
20/01/2025

Mr. Deevi Sai Babu  
Registrar

DDIBU University, South Tripura

Registrar

Dhamma Dipa International  
Buddhist University  
Sabroom, South Tripura



## Standard Operating Procedure (SOP) for Organizing Conferences/Seminars at Dhamma Dipa International Buddhist University

### 1. Purpose

The purpose of this SOP is to establish a standardized and comprehensive process for organizing events such as conferences, seminars, workshops, and symposiums at Dhamma Dipa International Buddhist University (DDIBU). This ensures meticulous planning, efficient execution, and alignment with the university's mission, values, and academic goals.

### 2. Scope

This SOP applies to all departments, faculty members, students, and administrative units involved in organizing events either on the DDIBU campus or under its name. It covers both academic and non-academic events aimed at enriching the academic culture and public engagement of the university.

#### Types of Events

1. **Academic Conferences:** Large-scale gatherings focused on presenting research, academic papers, and keynote addresses by experts.
2. **Seminars:** Smaller events with a specific focus, involving presentations and discussions on particular topics.
3. **Workshops:** Hands-on, interactive sessions aimed at skill-building or practical learning in a specific area.
4. **Symposiums:** Collaborative events for academic dialogue on specialized topics, often involving multiple speakers.
5. **Cultural Events:** Programs highlighting cultural heritage, art, and traditions.
6. **Student-Led Events:** Events organized by students under faculty guidance to promote leadership and creativity.

### 3. Key Steps in Event Organization

#### 3.1 Event Proposal Submission

1. **Submission Timeline:** Proposals must be submitted at least **8 weeks** before the intended date of the event to allow sufficient time for review and approval.
2. **Submission Process:**
  - The organizing team must complete the Event Proposal Form (attached below) and submit it to the **Registrar's Office** through the **Concerned Dean or Concerned Section Head**.



*[Signature]*  
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- The proposal should include the following details:
  1. Title and theme of the event
  2. Objectives and relevance to the university's mission
  3. Proposed date, time, and venue
  4. Expected number of participants (internal and external)
  5. Budget estimate (detailed breakdown required)
  6. Resource requirements (e.g., AV equipment, catering, stationery)
  7. Proposed guest speakers and their profiles
  8. Proposed affiliations or associations (if any)
  9. Safety measures and contingency plans (if applicable)

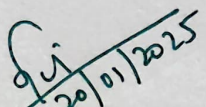
### 3.2 Approval Process

- **Initial Review:** The Registrar's Office will conduct a preliminary review of the proposal to ensure completeness and alignment with university policies.
- **Committee Evaluation:**
  - The proposal will be forwarded to the **Event Oversight Committee**, which includes representatives from academic and administrative departments.
  - The committee will evaluate the proposal based on the following criteria:
    1. Alignment with university goals
    2. Feasibility and resource availability
    3. Expected impact and outcomes
    4. Budget justification
- **Approval Notification:**
  - The committee will communicate its decision within **7 working days**.
  - If approved, the organizing team will receive written confirmation with any required modifications or suggestions by Registrar office.
  - If not approved, feedback will be provided for resubmission.

### 3.3 Planning and Coordination

- **Formation of Organizing Team:**
  - A. The organizing team must assign roles and responsibilities, including a designated Event Coordinator.
  - B. Sub-teams may be formed for tasks such as logistics, registration, and technical support.
- **Detailed Planning:**
  - A. Develop a comprehensive event plan, including timelines and task assignments.
  - B. Confirm venue booking, catering arrangements, and equipment setup.
  - C. Ensure formal invitations are sent to speakers, guests, and participants at least **4 weeks** before the event.



  
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- D. Coordinate with the Public Relations Office for publicity (e.g., banners, posters, website updates, press releases).

### 3.4 Budget and Fund Allocation

- **Budget Submission:**

- A. The detailed budget should include expenses for honorariums, travel, accommodation, venue setup, refreshments, and materials.

- **Approval and Disbursement:**

- A. The Finance Department will review the budget and allocate funds as per the approved estimate.
- B. Sponsorships or external funding must be reported to and approved by the Registrar.

### 3.5 Execution of Event

- **Pre-Event Preparation:**

- A. Conduct a final briefing session with the organizing team.
- B. Verify that all logistical arrangements (venue setup, AV equipment, seating) are in place at least **24 hours** before the event.
- C. Set up a helpdesk for on-site registration and queries.

- **Event Day:**

- A. Begin registration and check-in procedures on time.
- B. Assign volunteers to guide participants and speakers.
- C. Ensure technical staff are available to manage AV equipment and address issues promptly.
- D. Follow the program schedule strictly while maintaining flexibility for unforeseen delays.

### 3.6 Post-Event Activities

- **Feedback Collection:**

- A. Distribute feedback forms to participants and speakers.
- B. Use digital platforms (e.g., Google Forms) for ease of analysis.

- **Post-Event Reporting:**

- A. Prepare a detailed report covering the following:
  1. Event highlights and key outcomes
  2. Challenges faced and lessons learned



*g/a*  
20/01/2025

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3. Financial summary, including actual expenses vs. budget
4. Feedback summary and recommendations for future events

B. Submit the report to the Registrar's Office within **10 working days**.

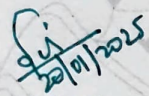
- **Acknowledgments:**

A. Send formal thank-you letters or emails to speakers, sponsors, and key contributors.

#### 4. Roles and Responsibilities

Role	Responsibility
Event Organizer	Submitting proposal, planning, and executing event
Concerned Dean/Section Head	Reviewing and forwarding event proposals
Registrar	Initial review and final approval
Event Oversight Committee	Evaluating proposals and providing recommendations
Finance Department	Budget review and fund allocation
Public Relations Office	Publicity and media coordination
Technical Support Team	Ensuring proper setup and operation of AV equipment

#### 5. Event Proposal Form

  
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**Dhamma Dipa International Buddhist University  
Event Proposal Form**

**1. Basic Information**

- **Event Title:** \_\_\_\_\_
- **Event Theme:** \_\_\_\_\_
- **Proposed Date(s):** \_\_\_\_\_
- **Venue:** \_\_\_\_\_

**2. Objectives**

- **Purpose and Objectives of the Event:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Target Audience**

- **Expected Number of Participants:** \_\_\_\_\_
- **Target Group** (e.g., students, faculty, external delegates):

\_\_\_\_\_

**4. Speakers/Guests**

- **Proposed Speakers/Guests and Affiliations:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**5. Budget Estimate**

- **Total Estimated Budget:** ₹ \_\_\_\_\_
- **Detailed Breakdown:**

A. Honorariums: ₹ \_\_\_\_\_

B. Travel and Accommodation: ₹ \_\_\_\_\_

C. Catering: ₹ \_\_\_\_\_

D. Stationery/Materials: ₹ \_\_\_\_\_

E. Others (Specify): ₹ \_\_\_\_\_

- **Sources of Funding** (e.g., department, sponsorships):

\_\_\_\_\_

## 6. Logistics

- **Equipment/Materials Needed:**

\_\_\_\_\_

- **Catering Requirements:**

\_\_\_\_\_

- **Other Specific Needs:**

\_\_\_\_\_

## 7. Proposed Affiliations or Associations

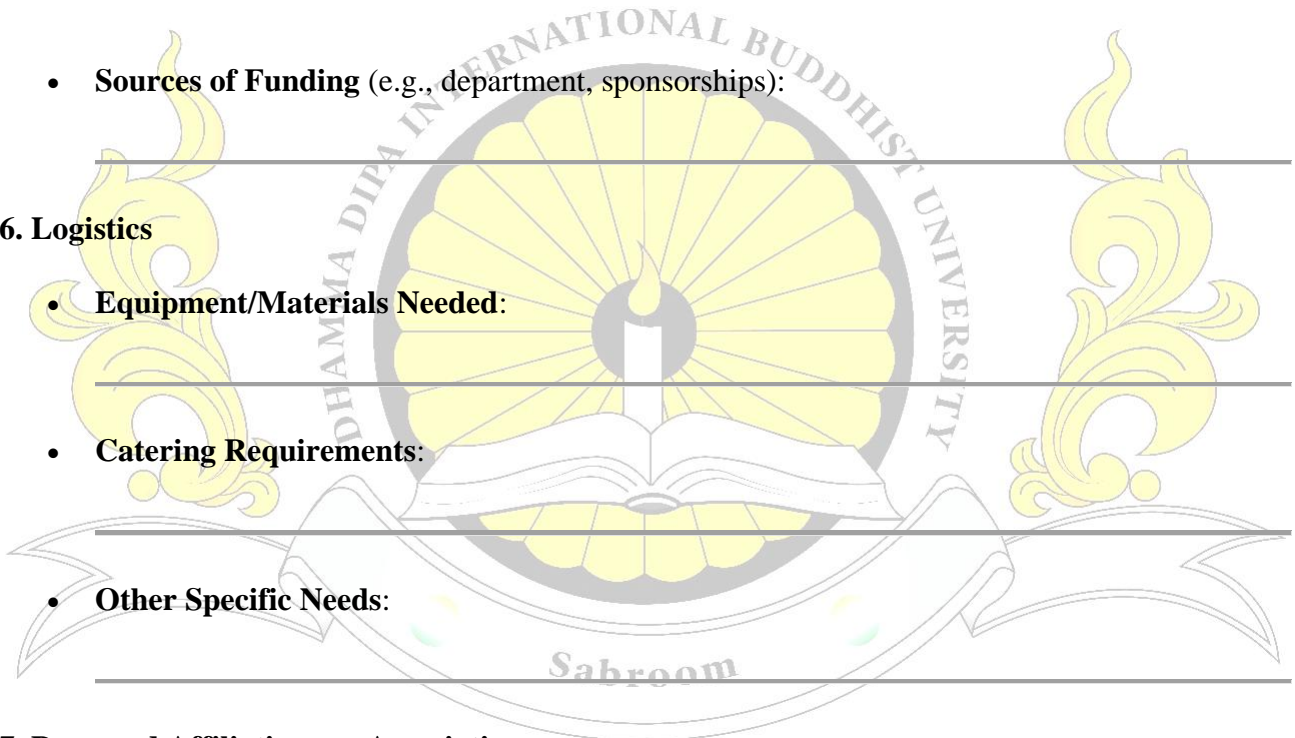
- **Details of Proposed Affiliations or Associations (if applicable):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## 8. Safety Measures

- **Outline Safety Protocols and Contingency Plans:**

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## 9. Approvals

- **Submitted By:**

Name: \_\_\_\_\_

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

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

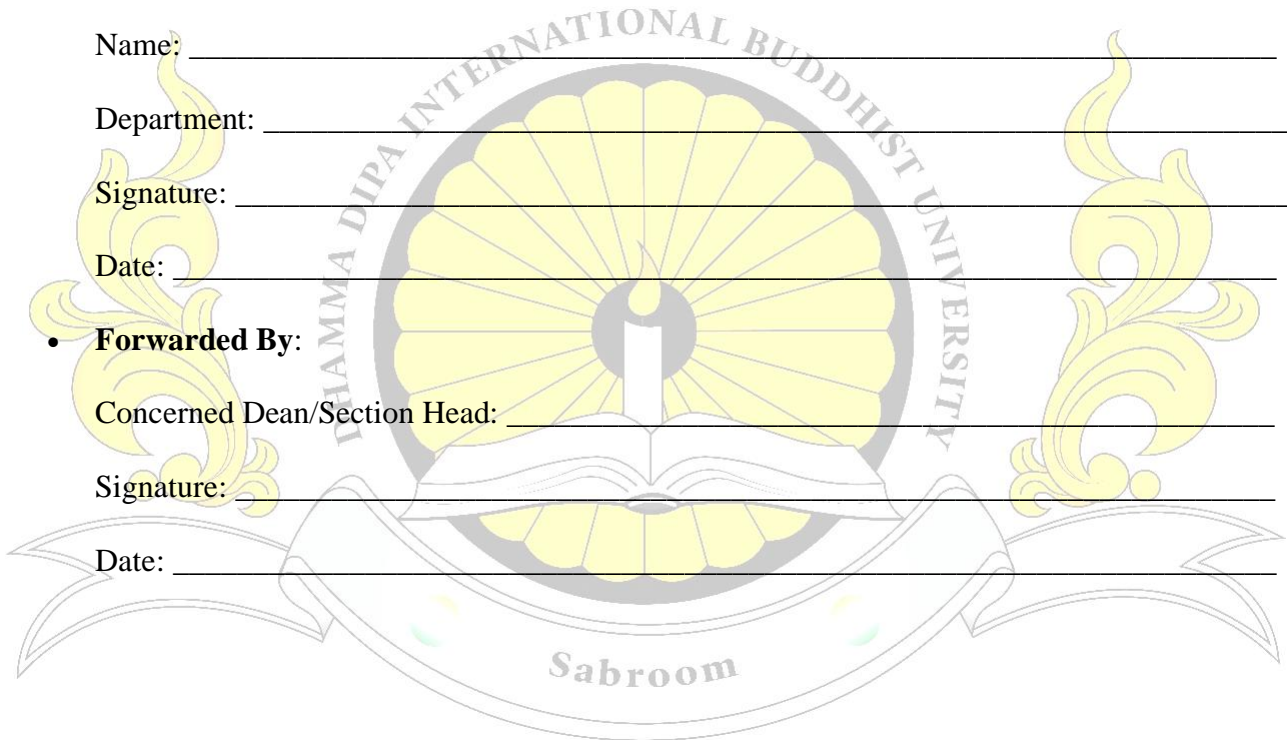
Date: \_\_\_\_\_

- **Forwarded By:**

Concerned Dean/Section Head: \_\_\_\_\_

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

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



- **Approval:**  
Registrar's Office: [ ] Approved | [ ] Not Approved

Designation: -

Signature: -

Date: -