F. No.32-12/2022-TS-I
Government of India
Ministry of Education
Department of Higher Education
Technical Section-I
*****

Kartavya Bhawan-2, New Delhi
Dated 5th November, 2026

To

The Director,

All IITs

Subject: Submission of proposals seeking NOC of the Ministry of Education for organising international conferences/Workshops/ Symposiums.

Respected Sir/Madam,

I am directed to refer to this Ministry's letter dated 30.03.2026 on the subject cited above and to say that the proposals received from various IITs seeking approval of the Ministry of Education for organising International Conferences/ Workshops/Seminars/Summits are often submitted in different formats and, in some cases, without complete information required for examination of the proposals. In order to ensure uniformity and facilitate expeditious processing of such cases, a standard proforma has been prescribed by the Ministry vide letter dated 30.03.2026.

3. In this regard, it is stated that all IITs may submit their proposals in the enclosed **Proforma** alongwith **Annexure-I**, duly approved by the Director of the Institute. Further, it is requested that all proposals seeking approval of the Ministry for organising International Conferences/Workshops/Seminars/Summits may be submitted through Registrar in the enclosed proforma only along with all requisite documents **at least 30 days prior to date of the event**.

ENCL: As above

Yours faithfully,

5/11/2026

(Nilesh Chandra Srivastava)
Under Secretary to the Government of India
iit.division@gov.in