

**Technical Education Quality Improvement Program – III**

**Proforma for submission of proposal to organize National/International Conference/ Workshop/ Short Term Course/ Expert lectures etc.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of the Department | : |  |
|  | Training Type | : | * National Conference
 |
| * International Conference
 |
| * Workshop
 |
| * Short Term Course
 |
| * Expert Lecture
 |
|  | Name of the Programme Coordinator (1) | : |  |
|  | Email ID | : |  |
|  | Mobile No | : |  |
|  | Name of the Programme Coordinator (2) | : |  |
|  | Email ID | : |  |
|  | Mobile No | : |  |
|  | Name of the Programme Coordinator (3) | : |  |
|  | Email ID | : |  |
|  | Mobile No | : |  |
|  | Name of the HOD | : |  |
|  | Title of the Event | : |  |
|  | Duration of the Event | : |  |
|  | Proposed Dates (from and to) | : |  |
|  | Venue and Place of the Programme | : |  |
|  | State the Objectives of Training Programme : |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Expected Total Number of Participants | : |  |
|  | Expected Total Cost of the Programme(as per Annexure-1) | : |  |
|  | Advance Amount Required | : |  |
|  | Course Coordinator’s Details: |
|  |  Bank Details | A/C No | : |  |
| A/C Holder’s Name | : |  |
| Bank Name:  | : |  |
| Branch | : |  |
| IFSC Code  | : |  |
| MICR Code | : |  |
| Other Details | Date of Birth | : |  |
| PAN Number | : |  |
| Aadhaar Number | : |  |
|  |  |  |  |  |
|  | Category of Conference/ Workshop/ Short Term Course: (Please tick the category) |
| *(For TEQIP-III Purpose)* | Key Activity-2 (2.1 – a)  | Faculty & Staff Development for improved competence based on TNA In-house subject area Training Programs/ Workshops/ Seminars/ Conferences, Continuing Education Programmes (CEPs) and Short Term Course etc. |  |
| Key Activity- 2 (2.1 – b)  | Enhancement of R & D and Institutional Consultancy Activities, Organizing Conferences, Seminars and expert lectures in the thrust area of the research group for R & D Topics. |  |
| Key Activity- 2 (2.2 – a) | Enhanced Interaction with Industry Short Term Programs with industry, Curriculum Development Workshops, Finishing school to improve employability, Industrial tours, Industry-Institute Interaction (Industry Expert Lectures) etc. |  |

Signature of Programme Coordinator Signature of Head of the Department

Date: with Department Seal

Approved/Not approved

The expenditure will be booked under key activity…………………….

 (For issuance of sanction order)

TEQIP Nodal Officer(Academics) TEQIP Nodal Officer(Finance) TEQIP Coordinator

Principal

**Annexure -1**

**Details of Split-up Expenditure to organize National/International Conference/ Workshop/ Short Term Course/ Expert lectures etc.**

Name of the Department:

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Expenditure Head/Description** | **Total Amount****(in Rs)** |
|  | Venue and Logistics Arrangements |  |
|  | Hospitality to Participants |  |
|  | Resource Persons/Experts:  | Honorarium |  |
| Boarding & Lodging Expenses |
| TA/DA |
|  | TA/DA/ Field Trips (including Resource persons both National & International) |  |
|  | Replication of Printed materials (Course Material, Consumables, Kit, Publications, Digital Video /Photo costs, etc.,) |  |
|  | Contingency( Local Transport, Management costs, demo samples & lab materials used during TEQIP event etc.) |  |
|  |  **Total** |  |

Total amount (in words) Rupees……………….………………………………………….........

Advance Amount Required (if any) in Rs. :

TEQIP Nodal Officer(Academics) TEQIP Nodal Officer(Finance) TEQIP Coordinator

Principal