

**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