****Proposal for - National / International

 GOVERNMENT COLLEGE OF ENGINEERING SALEM-11

Technical Education Quality Improvement Programme (TEQIP – III)

Proposal for Attending Conference / Workshop/Short term course/Seminar/Training Courses

Name of the Student/Student Coordinator

Year:

Department:

UG/PG:

E-mail:

Total Number of Students Participating:

Mobile No:

How this is relevant to the project objective?

Name of the Conference / Training Course/Others #

Place (s) of the Conference / Training Course / Place of visit

Date of Departure

Duration with dates

Date of arrival at institute

Organizer of the Conference / Training Course / Place of visit with full address

For Conference write the title paper / for Training Course (or other visit) write purpose for both give justification with special

reference to New PG courses and research activities carried out at PEC.

Total Cost involved Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_(Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only)

Please give the details [Registration Fee, Travel cost within India / abroad, per day cost, others, if any (special)] of the total in the back.

Whether entitled to travel by air: YES/ NO. If No, special permission should be sought from the highest authority

Whether any advance will be required YES/ NO, If YES, Rs. …………………………..

Check List (please √)

a) Leave approved by authority

b) Nine days restriction during semester

c) Copy of paper to be presented/ proper

 justification

d) Whether attended conference/ workshop

 etc under TEQIP/ institute grant in academic

 year (give details)

Forwarded and recommended with a

note given in the back

Forwarded and Recommendation

Signature of the Class Advisor/Coordinator

Signature with date & seal of the

Departmental Head

Recommended

Signature of the Nodal

Officer (Academic Activities), TEQIP - III

 Approved / Not Approved

[Signature (with seal) of the

Nodal Officer (Finance), TEQIP – III]

[Signature (with seal) of the

Co-ordinator (TEQIP – III)]

[Signature (with seal) of the

PRINCIPAL

Note: In case of International travel prior approval of BOG is required.

# Nodal Officer, Academic Activities / Co-ordinator, TEQIP –III to note Category of Expenditure (see overleaf).

\* Attach all relevant matters

Category of Expenditure (Put Tick in one Box)

To be filled Nodal Officer/ Academic Activities

(TEQIP – III)

The visit of (Name of the Student/Student Coordinator) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to (name of places / course) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will benefit the department

with specific area in the following way

The necessary alternative arrangement for classes /other duties of the faculty / staff have been made by the faculty/ staff. Does the

duration of leave overlap with examination period? If yes, give special reasons for allowing faculty/ staff to attend the event.

Signature (with seal) of the Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept. / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of the budget with breakup

 Sl.

 No.

[TA is admissible as per the eligibility depending on the basic of pay]

Particulars

Amount (Rs.)

Remarks

TOTAL

ADVANCE

In view of the approval given by the competent authority sanction amounting to Rs.\_\_\_\_\_\_\_\_\_\_ as an advance may please be accorded.

Signature of the Student / Representative

Nodal Officer Finance

Please release the payment.

Nodal office (Finance)\*

Received Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as advance, vide Cheque No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The advance

will be adjusted within 15 working days from the return to the Institute.

Signature of the Student / Representative

Place for necessary noting of the Finance Section of TEQIP - III

Coordinator

Director

\*Budgetary provision is checked

@ A brief report indicating the outcome of the training courses, conferences etc. should be submitted, through HOD, in duplic ate [one for

Nodal Officer (TEQIP –III), Academic Activities (TEQIP – III) and another for Co-ordinator , TEQIP –III ) at the time of submission of final bills.

Enhancement of R & D and institutional consultancy activities

Faculty and Staff Development for improved competence based on TNA

Enhanced interaction with industry

Institutional Management Capacity Enhancement

Implementation of Institutional Reforms

Academic Support for Weak Students

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**GOVERNMENT COLLEGE OF ENGINEERING,SALEM-636011**

**TEQIP PHASE-III**

Bank Details for Attending Conference / Workshop/Short term course/Seminar/Training Courses

|  |  |
| --- | --- |
|  Name of the Student/Student Coordinator: | Department: |
|  Father Name: |  Date of Birth (DD/MM/YYYY): |
|  Aadhaar Number: |  PAN Number: |
|  Address1: |  City: |
|  District: |  State: |
|  Pin Code: |  Country: |
|  Mobile No: |  Email: |
|  Bank Name: |  Branch Name: |
| Account No: | IFSC Code: |
| Name of the Conference / Training Course/Others # |  |
| How this is relevant to the project objective? |  |
| Place (s) of the Conference / Training Course / Place of visit |  |
| Duration with dates |  |
| Cost involved |  |

|  |  |  |
| --- | --- | --- |
| Signature of the Student/Student Coordinator  |  |   |
|  Date: |  |  |

|  |  |
| --- | --- |
| Signature of the Class Advisor |  Signature of the Head of the Department |

Approved/Not approved

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

(For issuance of sanction order)

|  |  |  |  |
| --- | --- | --- | --- |
| Nodal Officer Academics | Nodal Officer Finance | Coordinator TEQIP-III | Principal |