



**Technical Education Quality Improvement Programme (TEQIP – II)  
Proposal for Organizing Conference / Workshop/Short term course/Seminar/Training Courses/ Expert Lectures**

1. **Name of Department:** \_\_\_\_\_

**Detail of Proposal:** (A copy of proposed information brochure is to be submitted)

2. **It is proposed to organize** *Conference / Workshop/Short term course/Seminar/Training Courses/ Expert Lectures*  
(Pl. tick any one)

3. **Title & Duration in No. of days:** \_\_\_\_\_

4. **Dates:** \_\_\_\_\_

5. **Name of Faculty In-Charge** \_\_\_\_\_

6. **Experts to be called from other institutes/Industries (Y/N)** \_\_\_\_\_

If Yes, give details (pl. atch extra sheets, if required)

Name & Designation of Experts	Organization	Specialization

7. **Detail of proposed Approx. Expenditure with breakup**

Sr. No.	Particulars	Amount	Remarks
	TA of Experts+Honorarium		
	consumables		
	Hospitality		
	Others, if any mention		
<b>TOTAL</b>			

8. **Whether any advance will be required YES/ NO, If YES, Rs.** \_\_\_\_\_.

9. Pl. specify that how the proposed programme is related with the project Objective: \_\_\_\_\_  
\_\_\_\_\_

**Signature of the faculty In-Charge**

**Signature of HOD**

Category of Expenditure (Put Tick in one Box) To be filled Nodal Officer( Academic Activities) (TEQIP – II)	<input type="checkbox"/> Enhancement of R & D and institutional consultancy activities
	<input type="checkbox"/> Faculty and Staff Development for improved competence based on TNA <input type="checkbox"/> Enhanced interaction with industry <input type="checkbox"/> Institutional Management Capacity Enhancement <input type="checkbox"/> Implementation of Institutional Reforms <input type="checkbox"/> Academic Support for Weak Students

Forwarded and Recommendation

Signature of the **Nodal Officer (Academic Activities), TEQIP – II**

**Approved / Not Approved**

Signature of the **Co-ordinator (TEQIP – II)]**

Signature (with seal) of the Principal of BCET, Gurdaspur

**Budgetary provision checked. 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 last day of the Programme..

**Signature of the faculty/staff with date and designation@**

@ A brief report indicating the outcome of the training courses, conferences etc. should be submitted, through HOD, in duplicate [one for Nodal Officer , Academic Activities (TEQIP – II) and another for Co-ordinator , TEQIP – II ) at the time of submission of final bills] & proceedings will be submitted in the library.

For Use of Finance section

Expenditure head details

<b>Category</b>	<b>Sub-Category</b>		
Enhancement of R & D and institutional consultancy activities	Professional Services Other administrative expenses	Publication Other...	Domestic Travel
Faculty and Staff Development for improved competence based on TNA	Professional Services Other administrative expenses	Publication Other...	Domestic Travel
Enhanced interaction with industry	Publication Other...	Domestic Travel	Other administrative expenses
Institutional Management Capacity Enhancement	Professional Services expenses	Domestic Travel Other...	Other administrative
Implementation of Institutional Reforms	Professional Services expenses Other...	Domestic Travel	Other administrative
Academic Support for Weak Students	Professional Services Other...	Other administrative expenses	