

Institutional Procedure for Conduction of TEQIP -III One Week Short Term Training Programme, NIT Raipur

1. **Procedure** – A proposal for the event should be sent through TEQIP coordinator to the Director for approval at least two months before the commencement of the programme. The proposal should invariably contain the following details (a & b):

a) Course details

- i. Title of the Programme:
- ii. Proposed dates for the Programme:
- iii. Schedule (Attach in the prescribed format)
- iv. Objectives of the event :
- v. Name of the Organising Department:
- vi. Names of the Conveners
- vii. Names of the Coordinators:
- viii. Members of the organizing committee:
- ix. Expected number of participants (minimum 20):
- x. List of invited speakers (name, designation and address along with the anticipated schedule of their visit):
- xi. Draft copy of the brochure with registration form:
- xii. Draft copy of the certificate.

b) Estimated Budget –

S.No.	Type	Number	Receivable Amount	Payable Amount
i	Registration fees	--		--
ii	Remuneration for External Experts (maximum Rs. 3000 per day per person, for minimum two lectures)		--	
iii	Remuneration for Internal Experts (maximum Rs. 3000 per day per person for minimum two lectures)		--	
iv	TA/DA for experts as per institute norms		--	
v	Accommodation cost			
vi	Study Materials (flex, certificate printing, stationary etc.)		--	
vii	Registration kit (file, folders, pen, notebook, schedule, feedback format etc.) (Max Rs. 300)		--	
viii	Lunch/Breakfast/High Tea and Snacks		--	
ix	Bouquet, flowers (maximum Rs. 2000)		--	
x	Mementos*(maximum Rs.750 per memento)		--	
TOTAL				*

* 10% variation in the estimated budget will be permissible.

* Mementos to Institute members should be avoided.

2. **Accounts –**

- a) The registration should be collected in the form of DD/Banker's cheque in the name of **Director, NIT Raipur**.
- b) Receipts of sponsorship/registration amount will be issued by the account section to the sponsor/participants. Account section will depute a person for collection of registration fees on the inaugural day. Coordinators will coordinate
- c) Temporary advances will be sanctioned only for pre-conference activities like printing of brochure stationary, study material, purchase of registration kits, mementoes etc. [The requisition should be sent to Dy. Reg (F&A) who will after scrutiny and suitable recommendation will send it to the Director for approval through TEQIP coordinator] The advances will have to be settled within one month after the event is over.
- d) At the time of settlement of advance, all other bills; where the payment is to be done to the vendors; needs to be submitted to Account Section, at the earliest.
- e) The TA/DA and honorarium claims should be submitted in person directly to Registrar for speedy reimbursement.
- f) All the expenses have to be settled within one month after completion of the event.

3. **Coordination –**

Coordinator of the event will keep a record of the details of the event including written feedback from the participants. After completion of the program, a report will have to be submitted to the office of TEQIP coordinator. The report should include a brief write up, details of expenditure, list of participants and list of expert's along with a few photographs, in hardcopy as well as softcopy

4. **Accommodation, travel and local conveyances –**

- a) The local conveyance can be arranged by the Institute vehicle. In case of non availability of the same, coordinator will arrange as per the institute norms.
- b) In case of any deviation due to an emergency, the coordinator can take suitable action as per govt. norms for which, he will take post-facto approval of the Director at the earliest.
- c) For air travel, an expert has to travel by Air India airlines only. In case of unavailability of Air India flights, permission needs to be taken from competent authority.

5. **Terms & Conditions**

- a) There should not be more than four members together for the posts of convener and coordinator.
- b) The total estimated budget for conduction of a single programme is limited to maximum of Rs. 1.75Lakh from TEQIP – III fund.
- c) The regular faculty member are eligible to take this financial support from TEQIP – III fund for organising the programme and is limited to once in a semester.
- d) Priority will be given for utilization of institute resources based on their availability (like transportation, accommodation, etc) for the conduction of the event instead of going for outsourcing.
