

PEC University of Technology, Sector 12 Chandigarh, Pin-160012
Technical Education Quality Improvement Programme (TEQIP – II)

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

Name of the Faculty / Staff: Qualification: Department: Mobile No.: E-mail:	Designation: Scale: Basic Pay Rs: Total duration in the institute: Type of Leave applied for (attach copy of leave sanctioned)	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 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 v) a) Leave approved by authority <input type="checkbox"/> b) Nine days restriction during semester <input type="checkbox"/> c) Copy of paper to be presented/ proper justification <input type="checkbox"/> d) Whether attended conference/ workshop etc under TEQIP/ institute grant in academic year (give details) <input type="checkbox"/> Signature of faculty/ Staff with date	Forwarded and recommended with a note given in the back Signature with date & seal of the Departmental Head	Forwarded and Recommendation Signature (with seal) of the Nodal Officer (Faculty & Staff Development) / Nodal Officer (Academic Activities), TEQIP - II
[Signature (with seal) of the Co-coordinator (TEQIP – II)]	Recommended [Signature (with seal) of the Co-ordinator (TEQIP – II)]	Approved / Not Approved [Signature (with seal) of the Director , PEC

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

Nodal Officer, Academic Activities / Co-ordinator, TEQIP – II 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 – 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
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The visit of (Name of the faculty / staff) _____

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

Sl. No.	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 faculty/staff with date and designation @

Co-coordinator

Coordinator

Director

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 faculty/staff with date and designation @

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

*Budgetary provision is checked

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

Permissible and Non-permissible Expenditures

Activity/Category of Expenditure	Permitted	Not Permitted
Subject knowledge and research competence upgradation of faculty from Engineering disciplines and supporting departments as planned through TNA	<ul style="list-style-type: none"> • Course fee; travel expenses, boarding and lodging, and sundry expenses / allowances as per applicable norms and rules when faculty is deputed out-station to another Institution (within India or abroad) for the duration of the Course, travel time and the time permitted by the BoG for visits to Institutions/Organizations of interest and relevance to the faculty in the vicinity of the location of training • Course fee and local travel expenses as per applicable norms and rules when faculty attends a Course in-station but at an Institution other than the parent Institution 	<ul style="list-style-type: none"> • Any other payment to the faculty for attending the Course
Faculty Qualification Upgradation as planned through TNA	<ul style="list-style-type: none"> • Fees charged for Course work and use of research facilities; and consumables by the Institution (other than the parent Institution) where faculty is enrolled for qualification upgradation either through full-time or part-time or by sandwich joint arrangement. • Expenses towards Thesis writing and publication of Thesis-based Research Papers. • Consumables, if faculty is registered for qualification upgradation on full-time or part-time basis within the parent Institution 	<ul style="list-style-type: none"> • Salary, living expenses and travel expenses of faculty registered for qualification upgradation (on full or part time or by sandwich joint arrangement) either within the parent Institution or through deputation to another Institution
Expenditure on participation by faculty in seminars, conferences, workshops, etc.	<ul style="list-style-type: none"> • Registration fee; travel expenses; boarding, lodging, and sundry expenses/ allowances as per applicable norms and rules when faculty is deputed outstation to another Institution (within India or abroad) for the duration of the seminar, conference or workshop, travel time and the time permitted by the BoG for visits to Institutions/ Organizations of interest and relevance to the faculty in the vicinity of the location of seminar, workshop or conference. • Registration fee; and local travel expenses as per applicable norms and rules when participation is within station but at an Institution other than the employer Institution. 	<ul style="list-style-type: none"> • Any other payment to the faculty for attending seminars, workshops, conferences, etc. if organized within the parent Institution or at another Institution but within-station