**Form No. 1**

**GOVT. COLLEGE OF ENGINEERING & TECHNOLOGY, JAMMU**

**TEQIP-III**

**Request for Organizing Program**

|  |  |  |
| --- | --- | --- |
| S.No. | **Particulars** | **Details** |
| 1. | **Name of Host Branch** |  |
| 2 | **Title of the Program** |  |
| 3 | |  | | --- | | **Name, Designation and Address of the Course Coordinator** | |  |
| 4 | |  | | --- | | **Telephone, Mobile & Email of the Coordinator(s)** | |  |
| 6 | |  | | --- | | **Area of Specialization** | |  |
| 7 | **The course is intended mainly for** | * Senior level faculty with considerable   experience   * New Faculty or Junior faculty with very little experience * Any level of faculty with the right attitude and background * Research Scholar * Others (Specify) |
| 8 | **The course is basically** | * A Pre-induction Program for New Teachers * A Subject updating course * A Specialized Program on Emerging   and New Areas of Technology   * A Special Program on Institutional Management/ development/ Administration * Other (Specify) |
| 9 | **Duration of the program** | * Less than one week * One week (minimum 5 working days) * Two weeks (minimum 10 working days) * Three weeks (minimum 15 working days) * Four weeks (minimum 20 working days) |
| 10 | **Proposed dates for the Program (specify dates which may be changed later, if necessary)** | From………………………………..To………………………………  **Note :** It is advisable to commence program on MONDAY |
| **COURSE DETAILS** | | |
| **S.No.** | **Particulars** | **Details** |
| 10 | **Significance & Objectives of the program (list 3 to 5 major objectives in space opposite)** | 1.  2.  3.  4. |
| 11 | **Course Content/Coverage (List 5 to 8 major topics with proposed duration of coverage in hours for each topic)** | 1.  2.  3.  4.  5. |
| 12 | **Course Schedule** | Total working days = Lecture: Local faculty = hrs.  Guest faculty = hrs.  Laboratory/Practical = hrs.  Industrial/Field Visits = hrs.  Group/Panel discussions = hrs.  Others (specify) = hrs.  Total hours engaged = hrs. |
| 13 | **Collaboration with industry/ other institutions/ departments (indicate name of organization, nature of collaboration and experts involved)** |  |
| 14 | **Details of Course Faculty (List only 5 to 8 important faculty)** |  |

**Details of the expenditure are given below**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **Item Description** | **Amount per person or item**  **Rs.** | **Amount**  **Rs.** | **Remarks**  **(if any)** |
| 1 | **Snacks /lunch/ Dinner** |  |  |  |
| 2 | **Stationary and consumables** |  |  |  |
| 3 | **Honorarium** |  |  |  |
| 4 | **Printing, proceeding certificates/banner, etc.** |  |  |  |
| 5 | **Photo and CD of the program for records** |  |  |  |
| 6 | **Travel (if some visit is planned)** |  |  |  |
| 7 | **Any other** |  |  |  |
| 8 | **TOTAL** |  |  |  |

The Amount of Advance required conducting the program:

**Signature of Faculty Coordinator Recommended by Branch Coordinator**

**Nodal Officer (Academics) Nodal Officer (Finance)**

**TEQIP Coordinator** **Principal**

**Tentative Guidelines for Budget Preparation for Conducting Program**

(For internal circulation only to maintain uniformity)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Item Description** | **Maximum permissible amount per unit, Rs.** | **No of Participants** | **Amount** | **Remarks (if any)** |
| 1 | Snacks /lunch/ Dinner | 350 per person per day |  |  |  |
| 2 | Stationary and consumables | 250 per person per day |  |  |  |
| 3 | Honorarium | Ceiling on upper limit 3,000/- per day per expert |  |  |  |
| 4 | Printing certificates/banner | Rs. 10,000(total) |  |  |  |
| 5 | Photo and CD of the program for records | Rs. 5000(Total) |  |  |  |
| 6 | Travel (if some visit is planned) | As per prevailing rates of hired vehicles |  |  |  |
| 7 | Any other | Limited 5 % of the total expected expenditure |  |  |  |
| 8 | Course Material | Rs.500 per participant |  |  |  |
|  | TOTAL |  |  |  |  |

* For deciding course fee: outside participants should be charged such that total expenditure is less than the total registration fees.
* ***Organizing National and International Conferences***: All departments in the institute are privileged to organize contemporary theme based national/international conferences/symposia/workshops with regular frequency. A detail proposal along with brochure, other sponsorships and probable budget of expenses is to be submitted. The proposal so initiated by organizing team from the branch, shall be scrutinized by Faculty Coordinator and TEQIP coordinator. A funding to the maximum limit of **Rs 4.5 lakhs** for National Conference and **Rs. 6.5 lakhs** for International Conference will be provided under TEQIP-II, in installments, with the expectation that organizers would meet further conference budget through sponsorships, registrations and exhibition stalls. The advance of **Rs. 50,000/-(in 2 spells of Rs. 25,000/- each)** and **Rs. 1,00,000/-** **(in 4 spells of Rs. 25,000/- each)** may be given as seed money to be used for Hospitality to participants, Venue and logistic arrangements, Replication of printed training materials, Publication of proceedings, Travel, boarding & lodging for invited experts. The organizers will have to utilize all the funding received from other sponsors, only remaining support will be given through TEQIP-II.