



**BEANT COLLEGE OF ENGINEERING AND TECHNOLOGY, GURDASPUR**

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

<b>Name of the Faculty / Staff:</b>  <b>Qualification:</b>  <b>Department:</b>  <b>Mobile No.:</b>  <b>E-mail:</b>	<b>Designation:</b> <b>Scale:</b> <b>Basic Pay Rs:</b>  <b>Type of Leave applied for (attach copy of leave sanctioned)</b>	<b>Name of the Conference / Training Course/Others #</b>  <b>How this is relevant to the project objective?</b>
<b>Dates of Conference/Training Course</b> <b>Organizer of the conference /place (s) of the Conference / Training Course / Place of visit</b> <b>Date of Departure from the Institution</b> <b>Date of arrival at institute</b>		
<b>For Conference write the title of paper / for Training Course (or other visit) write purpose, (give proper justification and attach letter of acceptance)</b>		
<b>Total Approx. 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 overleaf.</b> <b>Whether entitled to travel by air: YES/ NO.</b> <b>Whether any advance will be required YES/ NO, If YES, Rs. ....</b>		
<b>Whether attended conference/ workshop etc under TEQIP/ institute grant in academic year (give details)</b>		
<b>Signature of Faculty</b>		
The visit of (Name of the faculty / staff) _____ to (name of places / course) _____ will benefit the department with specific area (Name of area) _____ 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. <b>Signature (with seal) of the Head</b> _____ Dept. / _____		
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 (with seal) of the <b>Nodal Officer (Faculty &amp; Staff Development) / Nodal Officer (Academic Activities), TEQIP - II</b>		
Signature of the <b>Co-ordinator (TEQIP – II)</b>	As per institute policy, candidate is eligible/not eligible for the Conference.  <b>Registrar</b>	
<b>Approved / Not Approved</b>		
Signature (with seal) of the Principal of BCET, Gurdaspur		
<b>Note: In case of International travel prior approval of BOG is required.</b>		

Detail of proposed Expenditure with breakup [TA is admissible as per the eligibility depending on the basic of pay]

Sr. No.	Particulars	Amount	Remarks
	<b>TOTAL</b>		

Signature of the faculty/staff

**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 return to the Institute.

**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. A presentation of STC/Conference paper is also to be given in the college.

For Use of Finance section

Expenditure head details

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