

**Dr. SSB UICET PANJAB UNIVERSITY, CHANDIGARH**  
**TEQIP-III**

**Form No. 1**

**Proposal for Attending Conference/Workshop/Course/Seminar/Training Courses/CEP/Meeting by Faculty/ Staff**

|    |   |  |
|----|---|--|
| 1. | Name of faculty / staff member ,<br>Branch and designation  |  |
| 2. | Phone No. & Email-ID of Faculty/<br>staff member  |  |
| 3. | Details of Conference/Workshop/<br>Course/Seminar/Training/CEP/Meeting<br>with dates and objectives in brief.<br>(Please attach invitation/ acceptance/<br>brochure etc. as Annexure) |  |
| 4. | Please specify the suggested activity<br>under which the said proposal is<br>covered <b><u>as per permissible<br/>expenditure guidelines of NPIU for<br/>TEQIP-III.</u></b>           | Budget Head: _____   |
| 5. | Details of Journey:   | Date of Departure :<br><br>Date(s) of Event:<br><br>Date of Return : |

|    |  |                                     |   |
|----|--|-------------------------------------|---|
| 6. | <b>Budget details as per permissible expenditure guidelines of NPIU for TEQIP-III:</b>   |                                     |   |
|    | <b>S. No.</b>  | <b>Particulars<br/>Name of Item</b> | <b>Details<br/>Total Estimated<br/>Expenditure ( Rs.)</b> |
|    |  |                                     |   |
|    |  |                                     |   |
|    |  |                                     |   |
|    |  |                                     |   |
|    |  |                                     |   |
|    |  | <b>Grand Total:</b>                 |   |
|    |  |                                     |   |
| 7. | <b>Certified by the Applicant that the following will be complied with:</b>  |                                     |   |
|    | <ul style="list-style-type: none"> <li>• I have read the <i>permissible and Non-permissible expenditure guidelines for TEQIP-III</i>.</li> <li>• I will undertake the VISIT with the Competent Authority's approval and would be as per TA/DA.</li> <li>• I will avail all austerity measures like discount on training fee, accommodation, travel etc. and will apply for registration fee amount that is due before imposition of late fee.</li> <li>• Internal/Post audit objections and shortcomings or recovery, if any will be settled by me.</li> <li>• I will duly acknowledge TEQIP-III grant.</li> <li>• I will take necessary approvals from the institute committees and TEQIP-III academic nodal officer/coordinator/project head/institute head before proceeding to attend the academic activity/event as per requirement.</li> <li>• I will share the experience of attending the event with fellow faculty/students of my institution.</li> <li>• I will submit a <i>detailed tour report of the visit</i>, clearly specifying the outcomes and scope for implementing the learning/feasible activities, along with the necessary approvals and bills within 7 working days to the TEQIP-III Cell.</li> <li>• I will adjust my teaching load before leaving for the event and academic work of mine in the institute will not suffer due to attending of my academic activity/event.</li> </ul> |                                     |   |

**Signature of Applicant**

**Recommended by FSD Incharge**

**Academic Nodal Officer, TEQIP-III**

**Coordinator, TEQIP-III**

**Project Head, TEQIP-III**