**GUIDELINES AND FORMAT**

**FOR**

**CONFERENCE/WORKSHOP/STTP/SEMINAR**

1. The proposal for consideration under the TEQIP-III program can be considered anytime throughout the year
2. The Convenor are required to submit three (3) copies of the complete proposal printed on both side of A4 size paper, with a soft copy in E-mail at nodalbbec.ac @gmail.com (in the MS word format.) atleast 30 days of commencement of the program
3. The proposal should be prepared and submitted according to the format prescribed in the document.
4. The finance section of the TEQIP-III will take all the responsibilities of financial transaction.
5. In case of multi-organisational proposal, convenor has to obtain formal consent from the collaborating organization(s).
6. The convenor must submit all the documents along with a report within one week of commencement of the program.

The documents must contains

1. Final program schedule
2. A copy of information broucher
3. Attendance/registration sheet of participants
4. A blank certificate
5. Printed photos in A4 page
6. All bills and expenditure statement

|  |
| --- |
| **FOR OFFICE USE ONLY** |
| **File No:** |
| **Date of Receipt:** |

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| --- | --- | --- |
|  |  |  |
| 1 | Name of the Organizing agency | BINESWAR BRAHMA ENGINEERING COLLEGE |
|  | 1. Type/Status of Organisation (Uni/College/NGO/MFI/PRI/Soc/etc.) | College |
|  | 1. Date of Establishment | 16thAugust, 2008 |
|  | iii) Registered/Unregistered | Approved by AICTE and Affiliated by **Gauhati University and ASTU** |
| 2 | 1. Name of the convener/coordinator |  |
|  | 1. Contact details of convener/coordinator   Phone No- Land line (with STD code)  Mobile No  Fax No  E-mail Address |  |
| 3 | Date of workshop/ Seminar/ STTP/ Conference |  |
| 4 | Title of the Workshop/ Seminar/ STTP/ Conference |  |
| 5 | Objective |  |
| 6 | Major topics to be discussed |  |
| 7 | Relevance of the workshop/ Seminar/ STTP/ Conference |  |
| 8 | 1. Relevance of organizing the workshop/ Seminar/STTP/Conference on the proposed theme in the present day context |  |
|  | 1. Relevance of the theme/topic and its area of operation |  |
| 8 | Status of the workshop/ Seminar/STTP/Conference (Regional/National/International) |  |
| 9 | **Total No of Participants =**  -No of participants from the same state =  -No of participants from the other states =  -No of participants from Foreign countries = |  |
| 10 | Name, designation, vocation, expertise in respect of experts presenting the Lead Paper, Memorial lectures etc. | Annexure-I |
| 11 | Session-wise/ Speaker-wise day to day schedule (Pl attach authenticated copy | Annexure-II |
| 12 | Address of Venue of the seminar with contact details |  |
| 13 | Name of co-sponsors and amount of grant expected from each of them |  |
| 14 | Category-wise delegate fee / registration fee per head |  |
| 15 | Proposed Budget for the Workshop: |  |
| 16- a | **Budget: Item-wise estimated expenditures** |  |
|  | (i) Manpower including TA / DA/ Honorarium to invited speakers |  |
|  | (ii) Refreshment |  |
|  | (iii) Accommodation expenses for invited speakers |  |
|  | (iv) Postage, Stationery, Xerox, etc |  |
|  | (v) Publication of Pre-Conference/ information brochure material/ Souvenir etc |  |
|  | (vi) Publication of Conference/Seminar abstract **book/** Proceedings |  |
|  | (vii) Other Exp (specify) |  |
| 16-b | **Budget: Item-wise estimated Income** |  |
|  | (i) Registration fees from delegates |  |
|  | (ii) Contribution by the Co Sponsorors (agency wise details) |  |
|  | (iii) Income from advertisement |  |
|  | (iv) Other income, if any |  |
| 17 | **Total Expected Income (16a-16b)** |  |
| 18 | **Gap in Budget (Expenditure – Income)** |  |
| 19 | Assistance sought from |  |
| 20 | Number of times department has already availed grant assistance from TEQIP-III **in 2017-18** |  |
|  | **List of Attachments**  (i) A copy of Announcement Letter/information Brochure  (ii) Day to Day Schedule of the workshop/Seminar/STTP/Conference (indicating session topic, time slot, name of speaker &designation)  (iii) Budget of the workshop/Seminar/STTP/Conference (Sl No-16)  (iii) Details of Coordinator/Convenor  (iv) Forwarding letter for concerned HoD |  |

*(\*All pages of the application form should be signed with date by coordinator/convenor at the bottom)*

The above informations furnished above seeking approval for arranging workshop/Seminar/STTP/Conference are true to the best of my knowledge.

Names and Signature of organizing Coordinators/Convenors:

Places

Date:

**Nodal officer (academic) for TEQIP III Nodal officer (finance) for TEQIP III**

**Name: Name:**

**Date & place: Date & place:**

**Coordinator, TEQIP-III**

**Name:**

**Date & place:**

**Recommended/Not recommended**

**Head of Institution**

Signature of the head of the Institution

Name: of the head of the Institution

Place:

Date:

Seal of the Institution

**Annexure-I**

**Name and Designation of Expert**

**Annexure-II**

**Day to Day Schedule of the workshop**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day** | **Morning**  **Session** | |  | **Afternoon**  **Session** | |
|  | **Session I** | **Session II** |  | **Session III** | **Session IV** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Annexure-III**

**Details budget of Workshop**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No | Head | Amount in Rs. | Justification |
| 1 | **Proposed Budget for the Workshop:** |  |  |
| a | **Budget: Item-wise estimated expenditures** |  |  |
| i |  |  |  |
| ii |  |  |  |
| iii |  |  |  |
| iv |  |  |  |
| v |  |  |  |
| b | **Budget: Item-wise estimated Income** |  |  |
| i | Registration fees from delegates |  |  |
|  | **Total Expected Income (17-b)** |  |  |
| 18 | **Gap in Budget (Expenditure – Income)** |  | |

*(\*Attach additional sheet if required)*

Please apply on the above proforma only to:

Director

TEQIP-III

BB Engineering College

Kokrajhar-783370

To,

Director

TEQIP-III

BB Engineering College

Kokrajhar-783370

Sub: Submission of two proposals: …………………………….

Sir,

Reference to the subject cited above I would like to submit two proposals mentioned above for your kind consideration and necessary action.

Thanking you

Sincerely yours

Convenor

B.B. Engineering College

Kokrajhar-783370