



GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL::BINESWAR BRAHMA ENGINEERING COLLEGE
P.O. & Dist. Kokrajhar (BTC) Assam
Phone & Fax No: 03661- 218250 Email: bbeckokrajhar@gmail.com. website:bbec.ac.in

No. BBEC/TEQIP/2018/Admin/30

Dated: 21st February 2019

Notice for attending /conducting program under TEQIP

This is to inform to all the faculty members of Bineswar Brahma Engineering College, Kokrajhar that in order to facilitate the TEQIP-III activities. It is hereby requested to follow the guideline for availing the grant for individual /institutional /professional development.

Please follow the procedure in advance, regarding attending /conducting workshop /seminar /conference.

- 1) Prior approval has to be obtain from Principal through TEQIP cell through proper channel.
- 2) Tentative budget requirements has to be placed to finance cell for approval before any program including student development program.
- 3) The nomination has to be forwarded from TEQIP cell, if it is intended to avail TEQIP funds (except for meeting). No self nomination will be accepted.
- 4) The settlement and claim has to be done within 7 days (one week), thereafter TEQIP cell will not be responsible.
- 5) An executive report has to submit along with the settlement /claim after the program (excluded for meeting)
- 6) A soft copy of the report and photos has to submit to TEQIP cell via email.

The form may be downloaded from www.bbec.ac.in

Looking forward for your cooperation

Yours faithfully

Principal
Bineswar Brahma Engineering College
Kokrajhar
Bineswar Brahma Engineering College
Kokrajhar

Copy to

- 1) NPIU /SPIU for kind information.
- 2) Principal, GCE Bargur for kind information in twinning activities.
- 3) Coordinator BBEC Kokrajhar for needfull action.
- 4) Account Officer for necessary action.
- 5) Office Assistant for necessary action.

Principal
Bineswar Brahma Engineering College
Kokrajhar
Bineswar Brahma Engineering College
Kokrajhar