

**Guidelines for
Budgetary Allocation to conduct of STTP/STC/Workshop/Conference etc. under TEQIP-III**

1. The organizer will be required to apply on a standard proforma provided by the TEQIP-III cell through approval of DFB & Dean (R&C).
2. Different activities which can be carried out by various department under TEQIP-III :
 - (a) STTP/STC/SDP/conference/Industry Institute Interaction /others: Maximum two activities can be carried out per department in a financial year. However, the limit of maximum actives by a department can be relaxed by the Competent Authority.
 - (b) Funds allocations for above mentioned activities for each department under TEQIP-III shall be maximum ₹5.00 lakhs in a financial year. However, limit may be extended by the competent authority.
 - (c) The bifurcation of expenditure of the funds allocated under TEQIP-III is as under.

Activity	%age of allocated fund
Honorarium/TA/DA to experts	40%
Hospitality	30%
Stationary/Publicity/Contingency/Course Material Registration Kit/Printing Misc.	30%
Deviation up to 10%, in any above mentioned expenditure components could be permissible. In case deviation is more than 10%, the case has to be submitted to competent authority for approval with proper justification.	

- (d) The Honorarium and TA/DA to the experts/invited speakers will be as follows:
 - **TA/DA** should be given as per TEQIP-III guidelines with the approval of Director, NITUK.
 - **Honorarium** to experts (External): ₹5000 per day (reference no. F.No 16-26/2017-TS.VII dated 27/09/2017).
 - **No honorarium** will be paid to the experts from NIT, Uttarakhand and mentor institute (SLIET, Longowal)
- (e) Criteria for organizing activity:
 - Minimum of 20 participants should be ensured in STTP/STC/SDP.
 - Minimum of 50% of total lectures scheduled should be delivered by the external experts.
 - TA/DA to participant is not allowed in any of the above activities.
 - Minimum Registration Fee: ₹1000 per participant from other educational /research institutions/organizations; ₹1500 per participation from industry; ₹500 per research scholar/student.
 - Submission of the proceedings of all of the above activity along with photographs of the event to the TEQIP cell is mandatory (preferably in CD).
 - List of participant's along with affiliation. Contact details as per format (Annexure-I)

Same is approved by competent authority and submitted for FC/BOG approval.

(Signature)
15/10/18

(Dr. Vinod Singh Yadav)
Coordinator, TEQIP-III

Copy to:

1. Director-for kind information please.
2. Registrar-for kind information please.
3. All Deans-for kind information please.
4. All HoDs- request for circulation amongst the In-charge (TEQIP), faculty and staff.
5. All Office bearers of TEQIP-III

