



GOVT. ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

Badliya Chouraha, N. H. - 8, Near Nareli Temple, Ajmer

www.ecajmer.ac.in e-mail: teqip.ecajmer@gmail.com 9214210952

TEQIP-III

Prof. Ranjan Maheshwari
Institute Project Director
7340132528

Dr. Uma Shankar Modani
Coordinator TEQIP-III
7230094950

Dr. Adarsh Mangal
N. O. (Academic)

Mr. Ravindra Singh
N. O. (Procurement)

Dr. Manish Badlani
N.O. (Finance)

No. GECA/TEQIP-III/2017/122

Date : 9/11/17

General guidelines for activities under TEQIP-III

1. All academic activities within the country (oral paper presentation in conferences/seminars, participation in FDP/STC/Workshop etc.), must be performed after approval of the Principal. Candidates must apply timely and ensure that his/her application reaches well in time (at least one month before the date of event). In case the applicant has not applied well in time and claims reimbursement after the date of activity, reimbursement shall not be made in any case.
2. For International events outside the country, separate guidelines issued by NPIU/SPIU shall be applicable.
3. The matter of duration, number of participants, resource persons outside the institutes for organizing different academic activities (FDP/Conference/STC/Seminar/Workshop/Summer School/ Winter School etc.) was discussed. It was decided that the same will be as per below table :

i. Details

Programms	Duration	Participants	No. of External Resource Persons
FDP	1-2 weeks	20-100	60%
STC	1-2 weeks	20-100	60%
Workshop	<1 week with 30-50% practicals or honorarium expenditure	20-50	60%
Seminar	1-3 days	20-100	60%
Conference	1-3 days	40-100	60%
Summer/Winter School	2-4 weeks	20-100	60%

- ii. All Academic Activities must be planned in such a manner that regular classes of the college are not affected.
- iii. The approved academic program shall be conducted within six months from the date of approval. This will not contend beyond project period in any case.
- iv. Any change in venue, schedule and change in Coordinator/Co-coordinator/Convenor of any proposed event would require prior approval of the Coordinator, TEQIP-III.
- v. The funds for such programs will be released only after the receipt of the following documents: -
 - (a) Attendance of participants in concerned academic activity.
 - (b) Photographs of the conducted events.
 - (c) Duly verified supporting bills/documents and paid vouchers on account of expenses incurred for the purpose.
 - (d) A detailed report of the concerned activity organized by the Coordinator.
 - (e) Feedback of the participants with signatures.
- vi. The honorarium to the experts for delivering lectures as per MHRD, order no. F.No. 16- 26 /2017-TS.VII dated 27.09.2017 are as follows:



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S. No.	Category of Institution/faculty	Rate of Honorarium per Lecture*
1.	Faculty from Institutes of National Importance (IIT/IIM/IIIT/NIT/CU), Industry expert and Institutions participating in TEQIP-III	` 5000/-
2.	Principal/Professor/Associate Professor from Non TEQIP Institutions	` 4000/-
3.	Assistant Professor/ Contract Faculty from Non TEQIP Institutions	` 3000/-

*No Honorarium is payable to the faculty/ Professor for the activities (Lecture/Seminar/ Workshop/conference) of own institution.

* No Honorarium is payable to the faculty/person from Mentor/ Mentee Institute for the activities under twinning arrangement.

4. Travelling expenses of the participants will be borne by the respective parent institute and shall not be booked under TEQIP-III.
5. The participant would be registered in these academic programs only after taking prior permission from the competent Authority. The same should be ensured by the program coordinator.
6. Research Assistantship to full time PhD students in the institution's engineering disciplines will be paid as per the directions of NPIU.
7. No expenses will be booked for merely attending a conference or seminar without paper presentation by the concerned faculty.
8. If a participant wishes to participate in FDP/Conference/STC/Seminar/Workshop/ Summer School/ Winter School etc. than priority should be given to IIT/NIT/Govt. run Institutes/TEQIP funded private institutes. The participation may be permitted, if a private institute falls under first 100 in the list of top institutes of India, notified by the MHRD.
9. Only one Author will be permitted per paper/presentation in a Conference/Seminar etc. and expenses of only one paper per event will be reimbursed.
10. TA/DA and other expenses incurred by the participants will be released only after a presentation is made by the participants in front of the faculty members and students of the department so that the knowledge and experience may be shared with other faculty members and students. The head of the department will ensure and duly verify that such presentation has been made.
11. All the applications meant for TEQIP-III purposes (duly forwarded by the head of department) must reach to the TEQIP-III Coordinator. Such applications will be processed by TEQIP officials and then will be sent to the Principal for permission. If permitted, appropriate order will be issued by the Registrar.
12. In order to provide benefits of TEQIP to all the concerned faculty members, the upper ceiling of expenditure for each faculty member is kept as ` 25000/- per year.
13. Maximum number of academic activities for participation is kept as one FDP/STC/STTP and one paper presentation in Conference/Seminar per semester.
14. An academic leave of 15 days duration is permissible for faculty members per year, which should be evenly distributed in both the semester.
15. Academic activities attended by using C.L./P.L. will not be booked under TEQIP.



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Reimbursement will be made for the events attended with academic leave only.

16. Regarding student's project, Industry oriented research projects able to generate some revenue may only be funded through TEQIP III. Seed money of 20% of total project cost will be given for such projects and maximum reimbursement will be upto 80% of total cost after successfully completion of the project. For that purpose, such projects should be properly scrutinized by a committee of faculty members of the department and the recommendation of that committee with the recommendation of Head may be forwarded to TEQIP office. The curriculum based projects of the students will not be funded by the TEQIP.

(Institute Project Director)