

# Government Engineering College, Ajmer

## TEQIP-III

### General guidelines for activities under TEQIP

No. GECA/TEQIP-III/2019/305

Date: 04/07/2019

In order to ensure best academic exposure to faculty, staff & students by the academic activities under TEQIP-III and to minimize unusual expenditure of TEQIP fund, the following guidelines are further proposed to organize a STC/FDP/Workshop/summer school/winter school under TEQIP-III in addition to the "General guidelines for activities under TEQIP", No. GECA/TEQIP-III/2017/22 dated 09/11/2017 (attached herewith):

(1) For duration of activity, No. of participants, No. of external resource persons, honorarium etc. the guidelines as mentioned in GECA/TEQIP-III/2017/22 dated 09/11/2017 shall be followed. BITS Pilani

(2) The resource person outside our institute should be faculty from IISc/IIT/NIT/IIIT/Central university/CSIR labs scientists/ scientists from central research organizations/Industry (Engineer or Manager only). In case expert other than above are to be called, then prior permission from Principal is required. No honorarium is permissible for resource person of our College.

(3) The organizing committee shall submit the activity proposal along with following information:

- Tentative list of all the resource persons along with total approximate expenditure (including travelling expenses) of every resource person
- Tentative time table
- Activity brochure with details of tentative resource persons
- List of organizing committee members along with their duty
- Feedback form.

(4) The kit/stationary items etc. should be procured from Government cooperative stores or by local firms (at least three quotations are needed, duly processed by accounts section and approval taken from Principal). The maximum ceiling for kit & stationary items shall be Rs. 300/- per participant inclusive of taxes.

(5) If the total approximate expenditure (including travelling expenses) of any resource person exceeds Rs. 20,000/- then a separate approval for such expert has to be taken by the convener from Principal before activity.

(6) Orders for breakfast/lunch/dinner etc should preferably be given to College canteen as per approved rates. In case of order given to outside caterers, then at least three quotations are needed, duly processed by accounts section and approval taken from Principal.

(7) The program timing shall be from 9.30AM to 4.30PM comprising of at least 4 sessions per day.

(8) Outside experts, if they travel by air, then, they should be informed to use air India preferably by economy class. They can use other airlines with proper justification. Other travelling allowances should be reimbursed as per TEQIP-III rules.

(9) The fee structure for program shall be decided in consultation with N.O.(F). If the fee for some category of participants is nil then in that case a DD of Rs. 1000/- must be deposited by the participant and should be refunded only when the participant renders a minimum of 75% attendance in all the sessions of the course.

(10) The inaugural and valedictory ceremony should be simple and short and chief guest (if any) should be from academic background only or as proposed by Principal. It is advised to plant a tree in the College campus by the hands of chief guest in the memory of event.

(11) All the bills of miscellaneous head should be in printed form with book number, bill no. and date. The organizing committee members shall verify such bill before submission to TEQIP office.

(12) The breakfast/lunch/dinner should be provided only to registered participants, organizing committee members, experts and associated staff. The Convener shall verify the list of such persons.

(13) All the certificates shall be designed by the organizing committee members. The maximum ceiling per certificate is Rs. 20/-. The maximum ceiling for posters & banners head is Rs. 2000/-.

(14) All the certificates distributed should have dispatch No. duly entered in separate list and the list should be sent to TEQIP office at the time of settlement of bills.

(15) The above guidelines shall be applicable for all the courses commencing from 10/07/2019 onwards.

  
N.O. (A)

  
A.N.O.(F)

  
N.O.(F)

  
TEQIP Coordinator

  
Principal