

Annexure - I

National Institute of Technology, Tiruchirappalli – 15

Technical Education Quality Improvement Programme

Criteria and Norms for Submitting the Proposals towards

Conduct of one week Industrial Workshop under TEQIP-III

Criteria:

1. The HoDs can nominate faculty members to coordinate the proposed industrial workshop. They should ensure that the industrial experts should have relevant specialization pertaining to the departments of NITT. The participants are students and faculty of NITT & DBRAIT. No Registration Fee will be collected from the participants.
2. It should be borne in mind that it is **the responsibility of all the faculty** who are collectively involved in any course towards settlement of the accounts of that course within a period of 10 days.
3. The application form and the proposal with tentative budget has to be approved by the core committee consisting of the Nodal officer (Academic), Nodal Officer(Finance), Chairman, Industry Academia Interface, Dean (R&C) and TEQIP Coordinator. The form can be downloaded from our website under TEQIP-III
4. Every HoD is requested to ensure that activities related to TEQIP are not monopolized by a single faculty/a single group / HoD alone in his/her Department. Fair distribution among all faculty would be ideal.
5. Based on the feedback from the TEQIP office, it is desired that all applicants are requested to get the approval from the Director **at least two months** in advance from the date of commencement of the event.
6. **All claims for reimbursement normally require a minimum period of 10 days after completion the workshop to the TEQIP office.** Hence all applicants are advised to make a note of this and accordingly orient themselves towards their timely submission.
7. All HoDs are requested to render necessary help and cooperation in this regard.
8. **No advance will be given under TEQIP-III**
9. The norms to be followed while submitting the proposals are given as follows:

Norms for Submitting a Proposal under TEQIP Sponsored industrial workshop

- a) Course / Workshop Kit
Note pad, pen and Folder : Rs. 100/- maximum per participant
- b) Course Material
Proceedings in CD form only : Rs. 25/- maximum per participant
- c) Lunch + 2 Snacks : Rs. 100/- maximum per participant/day
- d) Guest house Accommodation @NITT for Industrial experts (Excluding TA/DA) : as per NITT norms.
- e) TA/DA for industry experts as per NITT norms
- f) Miscellaneous : Rs. 5,000/- for the entire workshop.
- g) Honorarium only for experts from industry & R & Labs. : Rs. 1,000/hour
(As per NPIU, New Delhi honorarium is limited to Rs.5,000/-per day for industry expert).


Nodal Officer (Academic) 30/7/19


TEQIP-III Coordinator 30/7/19