



**NATIONAL INSTITUTE OF TECHNOLOGY**  
**TIRUCHIRAPPALLI -620 015**  
**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-III**

**CIRCULAR**

Ref: NITT/TEQIP-III/CIR/ACAD-1/18-19

Date: 02.05.2018

***Sub: Conducting International Conference under TEQIP Phase III - Reg.***

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It is proposed that the TEQIP-III sponsored departments can organize the International Conferences. The proposal with the tentative budget approved by the Head of the Department has to be submitted to the Director through the core committee that consist of the Nodal officer (Academic), Nodal officer (Finance), Dean (Faculty Welfare) and TEQIP Coordinator. The proposal towards the conduct of International Conference under TEQIP-III can be downloaded from ruby weblink: <https://www.nitt.edu/home/icsr/teqip3/>. For each department **TEQIP-III can support only one International Conference**. The amount available for each department is restricted to **Rs. 3.50 lakhs** only and can be utilized up to **31<sup>st</sup> December 2019 under TEQIP-III**. The Coordinators while conducting the International Conference should strictly adhere to the norms mentioned in the Annexure-I.

Nodal Officer (Academic)

Nodal Officer (Finance)

Coordinator, TEQIP-III



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**Annexure -I**

**Criteria and Norms for Submitting the Proposals towards**  
**Conduct of International Conference under TEQIP-III**

**Criteria:**

1. It should be borne in mind that it is **the responsibility of all the faculty** who got collectively involved in any course towards settlement of the accounts of that course within a period of 30 days.
  2. The application form and the proposal with tentative budget has to be approved by the core committee consist of the Nodal officer (Academic), Nodal officer (Finance), Dean (Faculty Welfare), and TEQIP Coordinator. The form can be downloaded from the our website link:  
<https://www.nitt.edu/home/icsr/teqip3/>.
  3. It is to be ensured that by the conference coordinator that while submitting the accounts the total expenses made are in general agreement with the budgetary items accepted in the proposal. Any deviation in this namely 5% in excess of proposed expenses made will be critically reviewed by the TEQIP Office and ratified, only after approval by the core committee through Nodal Officer (Academic).
  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 one month** in advance from the date of commencement of the event.
  6. No advance amount will be given for conducting Courses/ National or International Conference under TEQIP-III. Further, the Course Coordinators are informed that, all reimbursements will be credited to vendors directly through **Public Financial Management System (PFMS), Government of India**.
  7. All claims for reimbursement normally require a minimum period of 10 days at the TEQIP office. Hence all applicants are advised to make a note of this and accordingly orient themselves towards their timely submission.
  8. Entire journey for experts travel by taxi is not allowed except local trips(Trichy-NIT-Trichy).
  9. All HoDs are requested to strictly follow TEQIP-III norms and render necessary help and cooperation in this regard.
    - a) No. of. Days : 2 to 4 days
    - b) Guest house Accommodation for : Rs. 1000/- per day maximum for each external Speakers/Technical Chairperson (Excluding TA/DA)
    - c) TA/DA for Speakers/Technical Chairperson as per NITT norms
    - d) Honorarium for Speakers/ Technical Chairperson: Rs. 2000/hour\*
- \*Speakers/Technical Chair persons from the parent institute is limited to 20%.

Nodal Officer (Academic)

Nodal Officer (Finance)

Coordinator, TEQIP-III 2/2