



Punjab Engineering College (Deemed to be University), Chandigarh
Technical Education Quality Improvement Program - III

Proposal for - National / International

Proposal for Attending Conference / Workshop/Short term course/Seminar/Training Courses

Name of the Faculty / Staff: Father/Husband Name: D.O.B: Qualification: Department: Mobile No.: E-mail: Bank Name: Account No: IFSC Code:	Designation: Scale: Basic Pay Rs: Aadhaar No: PAN No: Address: State: District: City: Country: Pin Code:	Total duration in the institute: Type of leave applied for (attach copy of leave sanctioned) Name of the Conference / Training Course/Others How this is relevant to the project objective?
Place (s) of the Conference / Training Course / Place of visit Date of Departure Duration with dates Date of arrival at institute		
Organizer of the Conference / Training Course / Place of visit with full address		
For Conference write the title paper / for Training Course (or other visit) write purpose for both give justification with special reference to New PG courses and research activities carried out at PEC.		
Total Cost involved Rs. _____ (Rupees _____ only) Please give the details [Registration Fee, Travel cost within India / abroad, per day cost, others, if any (special)] of the total in the back. Whether entitled to travel by air: YES/ NO. If No, special permission should be sought from the highest authority		



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Whether any advance will be required YES/ NO, If YES, Rs. _____			
Check List (please v) a) Leave approved by authority <input type="checkbox"/> b) Nine days restriction during semester <input type="checkbox"/> c) Copy of paper to be presented / proper Justification <input type="checkbox"/> d) Whether attended conference / workshop Etc under TEQIP/ institute grant in academic Year (give details) <input type="checkbox"/> Signature of faculty/ Staff with date	Forwarded and recommended with a note given in the back	Forwarded and Recommendation Signature (with seal) of the Nodal Officer (Faculty & Staff Development) / Nodal Officer (Academic Activities), TEQIP -III	
Recommended		Approved / Not Approved	
[Signature (with seal) of the Coordinator (TEQIP – III)]		[Signature (with seal) of the Director , PEC]	
Note: In case of international travel prior approval of BOM is required. # Nodal Officer, Academic Activities / Coordinator, TEQIP – III to note Category of Expenditure (see overleaf). * Attach all relevant matters			
Category of Expenditure (Put Tick in one Box) To be filled Nodal Officer/ Academic Activities (TEQIP – III)	<input type="checkbox"/> Enhancement of R & D and institutional consultancy activities <input type="checkbox"/> Faculty and Staff Development for improved competence based on TNA <input type="checkbox"/> Enhanced interaction with industry <input type="checkbox"/> Institutional Management Capacity Enhancement <input type="checkbox"/> Implementation of Institutional Reforms <input type="checkbox"/> Academic Support for Weak Students		
The visit of (Name of the faculty / staff) _____ to (name of places / course) _____ will benefit the department with specific area in the following way The necessary alternative arrangement for classes /other duties of the faculty / staff have been made by the faculty/ staff. Does the duration of leave overlap with examination period? If yes, give special reasons for allowing faculty/ staff to attend the event. Signature (with seal) of the Head _____ Dept. / _____			
Details of the budget with breakup [TA is admissible as per the eligibility depending on the basic of pay]			
Sr. No	Particulars	Amount (Rs.)	Remarks



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	Total		

ADVANCE

In view of the approval given by the competent authority sanction amounting to Rs. _____ as an advance may please be accorded.

Signature of the faculty/staff with date and designation

Coordinator (TEQIP-III)

Director

Please release the payment.

Nodal office (Finance)*

Received Rs. _____ as advance, vide Cheque No. _____ dated _____.
The advance will be adjusted within 15 working days from the return to the Institute.

Signature of the faculty/staff with date and designation

Place for necessary noting of the Finance Section of TEQIP - III

*Budgetary provision is checked

@ A brief report indicating the outcome of the training courses, conferences etc. should be submitted, through HOD, in duplicate [one for Nodal Officer (TEQIP – III), Academic Activities (TEQIP – III) and another for Coordinator, TEQIP – III] at the time of submission of final bill