


Ref. No.: _____ (to be filled in at TEQIP office)	Date: _____
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	<p>BIRLA VISHVAKARMA MAHAVIDYALAYA (BVM) ENGINEERING COLLEGE VALLABH VIDYANAGAR -388120,GUJARAT,INDIA TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP – III) Sub-component 1.3- Twinning Arrangements to Build Capacity and Improve Performance of Participating Institutes Proposal for Attending Conference / Training Courses / Seminars / Workshops (for faculty and staff)</p>
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Name of the Faculty / Staff:	Designation:	Type of the Event: Conference / Training programme / Seminar / Workshop / Others (specify)
Department:	Basic Pay with AGP:	
Name of the event:		
Name and address of the event organizer:		
Duration and date(s):		
For a conference write title of the paper. For other events mention purpose of attending with reference to TEQIP-III objective:		
Date & time of departure from BVM: _____		
Expected date & time of returning to BVM: _____		
Total estimated expenditure involved (in INR): ₹ _____ (Rupees _____) _____) Please give details overleaf (registration fees, traveling cost, etc.)		
Whether any advance* is requested: YES / NO. If YES, Rs. _____		
* The advance will be booked in the name of the applicant and is to be adjusted within 10 days of returning to BVM.		
(1) A copy of advertisement / invitation / brochure of the event (clearly indicating details of place, registration cost, and duration) is attached herewith. (2) Abstract (along with ordered list of authors) of the paper (if applicable) is attached herewith. (3) I shall submit a brief report indicating the outcomes of the event to the Nodal Officer (Academic), Principal, and to the TEQIP office at the time of submitting the final bills. (4) I shall abide by the prevailing norms. (5) If a vehicle is to be hired through TEQIP office, a separate application in prescribed format shall be filled. If more than one person is attending the event(s) at the same place than the vehicle should be hired on <i>shared basis</i> .		

Signature of Applicant: _____

Proposed visit is as per his/her latest TNA. His/her academic load will be adjusted.	The proposal is appropriate for FSD activity of TEQIP-III.	Budgetary provision is checked. Pay advance of Rs. _____
Head of the Department	Nodal Officer (Academic), TEQIP-III	Nodal Officer (Finance), TEQIP-III
Remarks (if any):	Approved / Not Approved	
TEQIP-III Coordinator	Principal	

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History of expenditure incurred by the applicant under FSD of TEQIP-III (to be filled in by the applicant):
(Attach separate sheet if needed):

Sr.	Title (with Reference No.)	Expenditure (INR)
1		
2		
3		
4		
5		
6		
	Total	

Details of estimated expenditure for this proposal:

Sr.	Particulars	Amount (Rs.)	Remarks (if any)
1			
2			
3			
4			
5			
6			
	Total		

Received Rs. _____ as Advance, vide PFMS Transaction ID _____ dated _____ . The advance will be adjusted within 10 working days after returning to the institute.

Name and Signature of the faculty/staff with date