

Title of the Event: \_\_\_\_\_



**BIRLA VISHVAKARMA MAHAVIDYALAYA  
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 Organizing Training Programme / Workshop / Seminar / Conference / Continuing Education Programme**

Ref No.: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Department: \_\_\_\_\_

Title of the Programme: \_\_\_\_\_

Domain of the Programme: Subject area / Pedagogical / R&D / Other (specify): \_\_\_\_\_

Duration: \_\_\_\_\_ Proposed Dates: \_\_\_\_\_

Name of the Head of Department: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Name of the Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Name of the Co-coordinator: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Objective(s) of the Programme:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who would attend the Programme?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed topics to be covered in the Programme (In theory/laboratory/tutorial):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Expected Outcomes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Details of Internal Resource Persons\*(Please attach proposed time table):**

Sr No	Name and Designation	Address with email and Contact no.	Topics	No of Lectures
1				
2				
3				
4				

\*No honorarium to internal experts.

**Details of External Resource Persons: (Please attach proposed time table.)**

Sr No	Name and Designation	Address with email and Contact no.	Topics	No of Lectures
1				
2				
3				
4				

**Expected numbers of participants:**

**External participants:**

Faculty: \_\_\_\_\_ Industry: \_\_\_\_\_ Research Scholar: \_\_\_\_\_ UG/PG Students: \_\_\_\_\_

**Internal participants:** \_\_\_\_\_ (Internal participants should not normally exceed 30% of total participants.)

**Total Participants:** \_\_\_\_\_

**Proposed Budget\*\*:**

Sr No	Purpose	Quantity	Maximum Unit cost (Rs.)	Total Amount (Rs.)
1	Hospitality to participants (Two times tea/coffee & lunch)			
2	Boarding and lodging charges for invited experts			
3	Travel for invited experts			
4	Honorarium to invited experts			
5	Registration kit*** including printed training material / CD , etc			
6	Photography / Videography			
7	Publication of proceedings (if applicable)			
8	Others (Give details: _____)			
<b>TOTAL</b>				

\*\* Refer 2.1a.a.i (iv) of "General Norms to TEQIP-III guidelines" emailed to all HODs (GIA) on 28-12-2017.

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\*\*\* The coordinator will contact the 'registration kit committee' (formed at institute level) for arranging registration kits, certificates, banners and format of the brochure. However, the estimated expenditure for such items must be mentioned in the above table.

**Expected income:**

Sr No	Particulars	Amount (Rs)
1	Registration Fees:	
2	Sponsorship (mention the source: _____)	
<b>TOTAL</b>		

**Details of Programmes organized earlier by the department under TEQIP-III**

Sr No	Title of Programme	Name, email and contact no. of coordinator and co-coordinator/s	No. of participants		Total expenditure incurred (Rs)	Date of Submission of the Report of the Event to TEQIP Office
			Ext	Int		
1						
2						

**Undertaking**

We undertake to submit followings (in hard as well as soft copy through email / CD) to the Coordinator, TEQIP-III (through the Nodal officer, Academics) within 10 days of the completion of the programme:

1. Detailed report of the programme, including: name and address of the participants, actual schedule followed along with details of topics and experts, daily attendance records of the participants, and outcomes of the programme,
2. Analysis of the feedback collected from the participants (Individual feedbacks are to be kept with the department only.)
3. Photographs / Video-recordings (soft copy only), if any,
4. Fees collected, and
5. Statement of accounts.

Programme Co-coordinator

Programme Coordinator

Head of the Department

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Category of Expenditure (Put a tick in one box.) <b>To be filled by Nodal                  Officer-Academics,                  TEQIP-III</b>	Research & Development
	Faculty and Staff Development
	Institutional Management Capacity Enhancement
	Implementation of Institutional Reforms
	Other (specify):

**Forwarded and recommended,**

**Nodal officer – Academics, TEQIP-III**

**Coordinator, TEQIP-III**

**Budgetary provision is checked. Payment may be released after approval of the Principal.**

**Nodal Officer, Finance, TEQIP-III**

**Approved/Not Approved**

**Principal, BVM, V V Nagar**

**Seal**

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 Received Rs. \_\_\_\_\_ as advance, by PFMS Print Advice No. \_\_\_\_\_,

Dated \_\_\_\_\_. The advance will be adjusted within 10 days from the last day of the programme.

Date: \_\_\_\_\_ Programme Coordinator

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 Original form is to be submitted to the TEQIP office.

**Copy to:**

- (i) The Applicant (Coordinator)
- (ii) FSD Coordinator