

**OFFICE OF INSTITUTIONAL PROJECT DIRECTOR  
UNIVERSITY DEPARTMENTS, RTU KOTA**

F:RTU(UD)/TEQIP-III/2017-18/36/DeanFA/8882-8900 Date: 14.03.2018

**General Guidelines for Academic Activity under UD TEQIP-III**

1. All academic activities within the country (participation in FDP/ workshop/ STC/ STTP/ Conferences/ Seminar etc.) must be performed after approval of competent authority. Candidates must apply timely and ensure his/ her application reaches well in time (at least one month before for UG / PG students and 15 days for faculty/ staff before the date of activity excluding cases of paper publication/ presentation. For such cases, participant must apply as soon as paper is accepted).

The relaxation to cases of applied late can be provided in rare cases only subject to conditions favouring not possible to apply before the just mentioned no. of days and must be clearly delineated by Head of the Deptt. Final decision for acceptance/ decline for reimbursement in such cases shall be taken by TEQIP Officials who may consult Accounts UD TEQIP-III.

2. Maximum number of academic activities for participation is kept as follows:

UG/ PG Students	Attending One workshop/ STC/ FDP/ STPP and one paper presentation in Conference / Seminar per semester.
PhD Scholar	Attending One workshop/ STC/ FDP/ STPP and Two paper presentation in Conference / Seminar per semester.
Faculty	Attending One workshop/ STC/ FDP/ STPP and Two paper presentation in Conference / Seminar per semester.
Officers/ Staff	At par with faculty for items allowable to them

3. The funds for such programs will be released only after the receipt of the following documents:
  - (a) Proof of attendance of participant in concerned academic activity.
  - (b) Photograph of participation in the activity.
  - (c) Duly verified supporting bills/ documents and vouchers for paid amount on account of expenses incurred for the activity purpose.
  - (d) A technical report of the concerned activity organized by the activity programme coordinator / incharge typed in at least two pages preferably typed front and back.
  - (e) Feedback limited to two pages preferably typed front and back mentioning the points of benefit due to attending activity.
  - (f) Only one Author will be permitted per paper / presentation in a Conference / Seminar etc. and expenses of only one paper per event will be reimbursed.

  
14.03.18



4. All the applications meant for TEQIP-III purposes (duly forwarded by the HoD) must reach to the TEQIP-III Coordinator. Such applicants will be processed by TEQIP officials for approval of to competent authority. If permitted, appropriate order will be issued by TEQIP officials.
5. All the participants should submit the bills after completion of the activity within next 03 days to TEQIP Cell. If bills are not received in time, participant shall be responsible for no reimbursement. Also he/ she has to mention in writing that boarding, lodging was not provided by host.
6. On deficiency of fund, TEQIP Officials will decide the order of processing among teachers, PhD Scholar, UG/ PG Student within requests of paper presentation and attending the activity FDP/ STPP/ STC/ Conference/ Seminar/ Workshop etc. **It has already been clarified that for late received cases as above and after the event over, no reimbursement will be made.**
7. The format for making request to IPD UD TEQIP-III for applying to attend academic activity like FDP/STPP/STC/ Conference/ Seminar or presenting paper is attached herewith.

This bears approval of Hon'ble Vice Chancellor on File No. F-RTU (UD)/ TEQIP-III/ 2017-18/ 36.

*Sd/-*  
Dean FA & IPD  
UD RTU Kota

Copy for information and n.a.

1. PS to HVC for apprising HVC
2. Registrar for information
3. All HoDs
4. Coordinator, UD TEQIP-III
5. All Nodal officers/ Asst. Nodal officers UD TEQIP-III
6. Accounts UD TEQIP-III

*Sd/-*  
Dean FA & IPD 21/18  
UD RTU Kota

## Academic Activity Proposal Under UD TEQIP-III

To,

The Institutional Project Director,  
UD TEQIP-III, University Departments, RTU Kota

Sub: Financial support to attend Workshop/ FDP/ STTP / STC / Conference / Seminar.

Dear Sir,

With reference to the above subject, I am submitting my request for approval to obtain the financial support towards expenditure (registration fee/ TA/ DA (Food Charges)) to attend Workshop/ FDP/ STTP/ STC/ Conference/ Seminar etc. from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ under TEQIP

III. I shall submit applicable leave separately on issuance of order for this request in Deptt.

I will submit a brief report about the programme outcome along with proof of participating to the TEQIP Cell and submit TA/DA claim immediately after returning from the programme.

Whether applying under UD TEQIP-III first time?: Yes / No

Provide detail of last attended / paper presentation through UD TEQIP-III in Current Semester:

- Earlier Attended:

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- Earlier Paper Presented:

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Name with signature .....

Department .....

Employee Designation/ Student status UG, PG, PhD Roll No.,

Head of the Deptt:



Nodal Officer (Academics)

Nodal Officer ( Finance)

Coordinator TEQIP III

Institutional Project Director

HVC

Institutional Project Director

Coordinator/ Nodal Officer/ TEQIP Cell to issue order