

TEQIP-II, MANIT Bhopal

Application for Short Term Training Program

Ref No. _____

Date: _____

Name of Department: _____

Title of Short Term Training Program: _____

• _____

Duration: _____ and Proposed Dates: _____

Name of Head of Department: _____

Email of HoD: _____ Mobile No _____

Name of Coordinator I: _____

Email of Coordinator II: _____ Mobile No _____

Name of Coordinator-III: _____

Email of Coordinator-IV: _____ Mobile No _____

Name of Coordinator-V: _____

Email of Coordinator-VI: _____ Mobile No _____

Objectives of the Program: _____

• _____

• _____

• _____

• _____

Who should attend: _____

• _____

• _____

Proposed Topics to be covered in theory classes: _____

• _____

• _____

• _____

Proposed Topics to be covered in Laboratory classes: _____

• _____

• _____

Proposed Topics to be covered in Tutorial classes: _____

• _____

• _____

Details of Resource Faculty: (Please attach proposed Time Table)

Sr No.	Name and Designation	Address with Email and Mobile No	Topic of Lecture(s)	No. of Lectures
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Expected No of External Participants:

Faculty _____ Industry _____ R/S _____ UG / PG Students _____

Expected No of Internal Participants:

Faculty _____ Industry _____ R/S _____ UG / PG Students _____

(Note: Internal participant should not exceed 25% of total participants)

Proposed Budget:

Sr No.	Purpose	Quantity	Unit Cost(Rs)	Total Amount
1.	Hospitality charges(two times tea + lunch in a day)		150/- per day/per candidate	
2.	Boarding and lodging charges of experts		600/- per day /per expert	
3.	TA for experts (AC-2 tier train fare)		As per Institute Norms	
4.	Honorarium to faculty/expert		1500/- per lecture (one hour)	
5.	Honorarium to course coordinator(Three)		15000 /-	
6.	Ancillary staff Class III (max two), Class III (max two)		400/-day/staff 200/-day/staff	
7.	Registration Kit including Lectures Notes /CDs etc		300/- per participant	
8.	Inaugural and Valedictory Functions and photography		5000/-	
9.	Printing, Photocopy paper & stationery, Contingencies, consumables & office expenditure etc.		15000/-	
Total				

Notes: 1. Maximum up to 50% of the total budget will be supported from TEQIP-II funds.

2. Experts/Trainers preferably be from Institution itself.

Expected Income:

Sr No.	Particulars	Amount
1	Registration Fees	
2	Sponsorship	
3	TEQIP-II Support	
Total		

Details of earlier STTP organised by the department under TEQIP-II

Sr No.	Title of STTP	Name and Mobile No. of Coordinators	No. of Participants		Total Expenditure incurred	Report of STTP submitted to Coordinator, TEQIP-II on
			External	Internal		
1						
2						
3						
4						
5						

Please Attach copy of proposed Boucher

Undertaking

We undertake to submit following to the Coordinator TEQIP-II within 10 days of the completion of the program –

1. Detailed report of the STTP which includes Name and Address of the Participants, Actual Time Table with resource faculty and Daily Attendance Sheet of participants.
2. Feedback of Participants.
3. Statement of Accounts.

Coordinator-I

Coordinator-II

Coordinator-III

Head of Department

Coordinator (TEQIP-II)

DIRECTOR