



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल

**MAULANA AZAD NATIONAL INSTITUTE OF
TECHNOLOGY
BHOPAL, 46003**

(An Institute Of National Importance)

Office of TEQIP-III

Revised Guidelines for attending/participating in International Conference/Training Program/Workshop for PG/PhD Scholars of MANIT using TEQIP-III funds:

For Students:

1. The students belonging to engineering disciplines are allowed to attend the International Conference/Training Program/Workshop preferably during their vacations only. For attending Workshop/ Training Program/ Conferences during academic session special permission shall be required from Institute authorities.
2. The International Conference/Training Program/Workshop (within India only) should be in the relevant area of research.
3. The participant/student must have minimum 7.0 CGPA and is permitted only after completion of first year of registration.
4. The proposal shall be initiated well in advance prior to schedule dates in order to avoid any inconvenience.
5. The participant/student will be allowed only to attend International Conference/Training Program/Workshop organized by IIT/NIT/IIT/IIM/NITTTR/Central universities.
6. A participant/student may avail maximum **TWO Programs** in an academic year. Poster presentation is not permitted.
7. In addition to attending above events, funds may also be made available to PhD scholars for literature review and visiting research facilities subject to recommendation of their guides.
8. The proposal shall be initially verified by concerned HOD in coordination with mentor/supervisor and subsequently same may be forwarded to Nodal Officer (Academic), for verifying the details. The coordinator (TEQIP) will recommend the case for final approval of competent authority.

For Faculty Members:

1. Faculty members from engineering Departments are allowed to attend the permissible program under TEQIP-III. No contractual staffs are allowed as per NPIU guidelines.
2. Faculty members are permitted to attend International Conference/ Workshops/ Seminar/ Symposium/STTP/Industrial Training etc., organized by IIT/NIT/IIT/IIM/NITTTR/Central Universities within India only in the relevant area of research, as per the available format (at least one month before the event date). For international conferences abroad separate set of guidelines are to be followed (Available on our website)

3. A faculty member may avail maximum **THREE** Programs in an **academic year** (including vacation/holidays). In case any faculty deputed/nominated by the Institute authority shall not be counted within the above three.

For Staff Members:

1. Staff members may be allowed to attend permissible program under TEQIP-III. No contractual staff is allowed as per NPIU guidelines.
2. Staffs may apply for attending Conference/Workshops/Seminar/Symposium/STTP/Training etc. within India as per the available format.
3. A Staff may avail maximum **TWO** Programs in an academic year (including vacation/holidays). In case any staff deputed/nominated by the Institute authority shall not be counted within the above two.

Common Procedures for All:

- a) The faculty member should fill forms (Annexure-A for FDP/SDP/Training/ attending conferences for above national events) for the program he/she wishes to attend along with details such as Justification of attendance, benefits to individual, department and institute, Venue, Dates and Duration, Financial estimate including Registration Fees, Travel, DA etc.
- b) The concerned HOD should recommend and forward the proposal to Nodal Officer (Academic), after verifying the details with permissible expenditure of TEQIP-III as received from NPIU. The coordinator (TEQIP-III) will be recommended the case for final approval of competent authority.
- c) Scrutiny member(s) shall verify the fulfillment of requirement and the information submitted by the applicant before recommending the proposal to the higher authority.
- d) Prior administrative approval from the competent authority is mandatory to attend such programs and; otherwise, no reimbursement will be paid.
- e) TA/DA and leave rule for all (faculty/staff/student) shall be as per Institute norms.
- f) No advance amount will be permitted for such activity. After attending the event, the faculty/staff/student should submit a detailed report comprising of copy of attendance certificate, registration receipt in original and all other relevant receipts towards settling the expenditure for reimbursement after returning from the FDP program. One copy of this detailed report along with attendance certificate should also be submitted to the TEQIP-III Office.
- g) The Director, MANIT Bhopal shall have the right to alter/reject any of the above issues at any point of time.

Coordinator TEQIP-III

Proposal for Attending

International Conference/ Workshop/Seminar/ Symposium/
STTP/Industrial Training etc. under TEQIP-III

1	Name of the faculty/staff/student with Designation (Scholar no in case of student)	
2	Department	
3	Phone Nos. & Email-ID of Faculty/staff/student	
4	Conference/STTP/FDP Title	
5	Date and Duration of Conference/STTP/WORKSHOP	
6	Title of Paper if any	
7	Whether paper is accepted for ORAL presentation	
8	Co-authors if any	
9	Would the paper be published in Proceedings/Available on Digital library?	
10	Conference/STTP Registration Fees, Rs.	
11	Tentative Financial Assistance required for Travel, food and Stay	
12	Have you applied to any funding agency for this proposal? (Name of the funding Agency, Amount requested, Amount sanctioned)	
13	Particulars of the previous conference/ STTP attended Through TEQIP/Institute in last one year:(Conference title, Dates of conference, Paper Title, Total Expenses, Funding Source, etc)	
14	Justification: (Benefits to individual, Benefits to Department/Institute)	
15	Invitation letter details/ brochure from the institution/s to be visited (Attach): If conference, full-length paper with similar report	

Financial Liability:

Name of Item	Total Amount, Rs.
Travel Fare	
Participation/Registration Fee	
DA as per Institute's norms	
Any claims other than specified by the norms, specify.	
Total Expected Expenditure	

Signature of Applicant
(Students must forward their application
through mentors/supervisors)

Recommended by HOD

TEQIP-III Nodal Officer (Academic)

TEQIP-III Coordinator

Dean (Academic)

DIRECTOR