CIRCULAR

Ref: NITT/TEQIP-III/CIR/ACAD-1/18-19

Date: 02.05.2018

Sub: Conducting International Conference under TEQIP Phase III - Reg.

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It is proposed that the TEQIP-III sponsored departments can organize the International Conferences. The proposal with the tentative budget approved by the Head of the Department has to be submitted to the Director through the core committee that consist of the Nodal officer (Academic), Nodal officer (Finance), Dean (Faculty Welfare) and TEQIP Coordinator. The proposal towards the conduct of International Conference under TEQIP-III can be downloaded from ruby weblink: https://www.nitt.edu/home/icsr/teqip3/. For each department TEQIP-III can support only one International Conference. The amount available for each department is restricted to Rs. 3.50 lakhs only and can be utilized up to 31st December 2019 under TEQIP-III. The Coordinators while conducting the International Conference should strictly adhere to the norms mentioned in the Annexure-I.
Annexure - I
Criteria and Norms for Submitting the Proposals towards
Conduct of International Conference under TEQIP-III

Criteria:
1. It should be borne in mind that it is the responsibility of all the faculty who got collectively
involved in any course towards settlement of the accounts of that course within a period of 30 days.

2. The application form and the proposal with tentative budget has to be approved by the core
committee consist of the Nodal officer (Academic), Nodal officer (Finance), Dean (Faculty Welfare),
and TEQIP Coordinator. The form can be downloaded from the our website link:
https://www.nitt.edu/home/icsr/teqip3/.

3. It is to be ensured that by the conference coordinator that while submitting the accounts the total
expenses made are in general agreement with the budgetary items accepted in the proposal. Any
deviation in this namely 5% in excess of proposed expenses made will be critically reviewed by the
TEQIP Office and ratified, only after approval by the core committee through Nodal Officer
(Academic).

4. Every HoD is requested to ensure that activities related to TEQIP are not monopolized by a single
faculty/a single group / HoD alone in his/her Department. Fair distribution among all faculty would
be ideal.

5. Based on the feedback from the TEQIP office, it is desired that all applicants are requested to get
the approval from the Director at least one month in advance from the date of commencement of the
event.

6. No advance amount will be given for conducting Courses/ National or International Conference
under TEQIP-III. Further, the Course Coordinators are informed that, all reimbursements will be
credited to vendors directly through Public Financial Management System (PFMS), Government
of India.

7. All claims for reimbursement normally require a minimum period of 10 days at the TEQIP office.
Hence all applicants are advised to make a note of this and accordingly orient themselves towards
their timely submission.

8. Entire journey for experts travel by taxi is not allowed except local trips(Trichy-NIT-Trichy).

9. All HoDs are requested to strictly follow TEQIP-III norms and render necessary help and
cooperation in this regard.
   a) No. of Days
   b) Guest house Accommodation for
   c) TA/DA for Speakers/Technical Chairperson as per NITT norms
   d) Honorarium for Speakers/ Technical Chairperson: Rs. 2000/hour*

*Speakers/Technical Chair persons from the parent institute is limited to 20%.

Nodal Officer (Academic)  Nodal Officer (Finance)  Coordinator, TEQIP-III