Policy related with Organizing National and International Conferences:
General Guidelines for organising STTP/FDP/SDP/Workshop/Seminar under TEQIP-III

(i)   Organizing Subject-area Continuing Education Training Programs, Workshops, and Seminars: Continuing Education Program (CEP) - which encompasses training program/FDP/SDP/ workshop/seminar/organized at a department of DTU and coordinated by a particular faculty, for external participants. Such CEPs should have maximum 40% of participant strength from DTU, if required. However, competent authority may allow participant upto 50% of participation strength in special cases, if such courses are highly desired by the faculty members.

(ii)   Faculty member or a team desirous of organizing a CEP/FDP/SDP/Seminar/Workshop course should submit a proposal **(Appendix-A)** in prescribed format, attached herewith, and recommended by HOD to Nodal Officer (Academic), TEQIP.

(iii)   Upon assessment of proposals by Nodal Officer (Academic), and recommended by coordinator, the proposal will be approved by Vice Chancellor and the coordinator of the course may proceed for drawing an advance amount as seed money, limited to honorarium and hospitality of external resource persons, with endorsement of Finance Nodal Officer. Stationary is to be ordered from Central Store of University. The following are ceiling for such programs

S.N.	Particulars	Max. Amount permissible from TEQIP-III
a.	FDP/ STTP/CEP programs of one week duration (min. 5 working days)	3.0 lacs
b.	FDP/ STTP/CEP programs of max. Two week duration (min. 10 working days)	4.5 lacs
c.	Staff development program of max. one week duration (min. 5 working days)	2.0 lacs
d.	Staff development program of max. three week duration (min. 5 working days) as an Evening program	2.0 lacs
e.	Seminar (one day)	1.25 lac
f.	Workshop (one day)	1.25 lac
g.	Seminar (max. two days)	2.0 lacs
h.	Workshop (max. two days	2.0 lacs

(iv)   For honorarium to external experts, max. ceiling will be Rs. 4,000/-per day.

(v)   No honorarium to internal experts.

(vi)   TA & DA to participants is not permitted in TEQIP-III.

(vii)   The organizers may charge registration fee from participants/sponsorship as per their requirements of fund. However, they have to take the prior permission from competent authority.

(viii)   After successful conduction of the course, the course coordinator should prepare a detailed report along with photograph comprising of participants list, resource persons, consolidated feedback etc. The evaluation format (Appendix-B) is attached herewith which should be filled mandatorily and strictly submitted within 15 days or before 31st March of the financial year, whichever happens early. Two copies of this set of documents along with bills should be submitted with TEQIP Office. The course coordinator is required to submit two CD copies of the expert lectures.

(ix)   The departments may also organize such programs inter disciplinary or jointly.

(x)   **The composition of purchase committee for such program** will be approved by competent authority
Coordinator: Chairman
Co-ordinators: Members
One Professor: Member
One nominee of the account department

(xi)   For any other guidelines which are not covered, NPIU guidelines will be final and abiding.

TEQIP-III

Delhi Technological University

(Formerly Delhi College of Engineering ,
Main Bawana Road, Delhi-110042,
INDIA

Application for STTP/FDP/SDP/Workshop/Seminar

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:_____

Name of Coordinator:_____

Email of Coordinator_____Mobile:_____

Name of Co-Coordinator-I:_____

Email of Co-Coordinator-I_____Mobile:_____

Name of Co-Coordinator-II_____

Email of Co-Coordinator-II_____Mobile:_____

Name of Co-Coordinator-III_____

Email of Co-Coordinator-III_____Mobile:_____

Main Objectives of the Program (only 5):_____

_____

_____

_____

_____

Who should attend:_____

_____

_____

Proposed Topics to be covered (Including theory, practical and tutorial classes)_____

_____

_____

_____

_____

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

S.No.	Name and Designation	Affiliation/E-mail/Mobile	Topic of Lecture(s)	No. of Lectures
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

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 40% of total participants**)

Proposed Budget:

S. No.	Purpose	Unit Cost(Rs.)
1.	Hospitality charges of candidates	Rs. 250/- per day per candidate
2.	Hospitality charges of experts	Rs. 750/-per day per expert
3.	T.A. for experts	**For outstation expert**: As per university/TEQIP norms and as per entitlements
4.	Honorarium to faculty/expert (outside DTU)	Rs. 2,000/- per lecture (one hr.)
		Max. Rs. 4,000/- per day per expert
5.	**Honorarium for organizing**	
	Co-coordinator (Max. three)	Max. Rs. 6,250/- each
	Ancillary Staff (Max. Four) *Minimum One from TEQIP branch & one from accounts branch	Rs. 500/- per day/staff

		Ancillary staff -IV (Max. Two)	Rs. 250/- per day/staff
	6.	Registration Kit including lecture notes/CD etc	Rs. 400/- per participant
	7.	*logistic arrangements-I* Inaugural and Valedictory Functions and Photography	Rs. 6,500/-
	8.	*logistic arrangements-II* Printing, Photocopy paper & stationary, Mementoes to experts and organizers Contingencies consumables & office expenditure etc.	Rs. 19,000/-
	9.	Video Recording during Expert lectures	Rs. 5,000/- per day (Rent + operator)

Expected Income:

S.No.	Particulars	Amount
1.	Registration Fees, if any	
2.	Sponsorship, if any	
3.	TEQIP Support	
Total		

Details of earlier STTP/FDP/SDP/Workshop/Seminar organised by the Deptt. under TEQIP-II

S.N.	Title of Program	Name and mobile number of organizer	No. of Participants		Total expenditure incurred	Report submitted to Coordinator, TEQIP-III (date and ref. No.)
			External	Internal		
1.						
2.						
3.						
4.						
5.						

Please Attach copy of proposed Brochure

Undertaking

We undertake to submit following to the Coordinator TEQIP-III 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.

Co-ordinators   **Coordinator**

Head of Department

Nodal Officer (Academic)

Coordinator (TEQIP-III)

Hon'ble Vice Chancellor

TEQIP-III

Delhi Technological University

(Formerly Delhi College of Engineering ,
Main Bawana Road, Delhi-110042,
INDIA

TEQIP-III Project: Feedback and Evaluation form for

STTP/FDP/SDP/Workshop/Seminar/Conferences/Symposia

Event:_____

Organized by Department of _____

Date of Event:_____

Evaluation Form

Please provide us your valuable inputs to help us plan such events in future. Please leave your filled responses at the registration desk while collecting your certificates after the event.
(Kindly √ the appropriate box)

S.No.	Please rate your overall	Highly satisfied	Satisfied	Not satisfied
1.	Satisfaction with the events.			
2.	Satisfaction with the academic inputs			
3.	Satisfaction with the format of the events (i.e.- panel-discussions, Breaks, afternoon session/ breakouts) and Duration			
4.	Satisfaction with the reception and hospitality			
5.	Satisfaction with the facilities			
6.	Satisfaction with the quality of presenters			
7.	Overall, based on your total experience at the events, will you attend or recommend someone else attend next such event			
8.	Extent to which you have gained by attending this event			

Which topic you liked the most and why_____

_____

Please provide suggestions on future event topics, speakers or any other suggestions regarding the

Event:_____

Signatures   **Name**   **Affiliation**