Policy related to attend/participate in National and International Conferences and FDP/Workshop/SDP (Inside India only for *under TEQIP-III, For outside India, NPIU guidelines will be applied separately*)
2.1 a.i (ii) Enhancing Knowledge and Reasech Competence
2.1 a.i (iii) Management development training of Institution's senior officials and senior faculty
2.1 a.ii Staff Training
2.1 b: Enhancement of Research &Development & Innovation

As technology is continuously changing, the faculty, support staff and students are needed to keep themselves updated every year. Otherwise they will find themselves outdated in front of the new generation students. Also when these students join industry they are not able to meet the expectations of the industry. Therefore, Up-gradation of Faculty, support staff, students is necessary in the Subject Knowledge and Research Competence and to improve the quality of education. An important component of the project is Faculty and Staff development which is further categorized as-

I. **Faculty/Staff development program-which encompasses the training program /conference/workshop/seminar/symposium, a faculty or staff,** attends outside DTU at national or international level within India. The following procedure may please be mandatorily followed to avail the TEQIP-III facility:

    For FDP/STTP/SDP/CEP/Conference/Symposium/Seminar/Workshop – Within India

    a. The aspirant should prepare a proposal (Annexure- A for FDP/SDP/Training/attending conferences and Annexure-B for financial implications/ bills submission 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) will recommend the case for final approval of competent authority.
    c. Prior administrative approval from the competent authority is mandatory to attend such programs and no reimbursement will be paid in other case.
    d. The proposal may be initiated at least one month prior to schedule dates.
    e. The aspirant may proceed for drawing advance amount as per DTU accounts guidelines towards registration fees, travel charges only, with an endorsement from Nodal Officer (Finance) in case of faculty and staff.
    f. After attending the event, the faculty/staff should submit a detailed report comprising of copy of attendance certificate, registration receipt in original and all other relevant receipts towards settling the advance amount, strictly within 15 days after returning from the FDP program. One copy of this set of documents should be submitted in TEQIP Office.
    g. The facility for attending national events may be allowed once in a financial year.

II. **Student Enhancement of Research Development and Innovation-** which encompasses the training program/ conference / workshop / seminar/ symposium, a student (UG/PG/Research Student) attends outside DTU at national or international level within India. The following procedure may please be mandatorily followed to avail the TEQIP-III facility :

For FDP/STTP/SDP/CEP/Conference/Symposium/Seminar/Workshop – Within India

a. The aspirant should prepare a proposal (Annexure-A for FDP/SDP/Training/attending conferences and Annexure-B for financial implications/ bills submission 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 after verifying with mentor/supervisor 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) will recommend the case for final approval of competent authority.

c. Prior administrative approval from competent authority is mandatory to attend such programs and no reimbursement will be paid otherwise.

d. The proposal may be initiated at least one month prior to schedule dates.

e. The aspirant may proceed for drawing advance amount as per DTU accounts guidelines towards registration fees, travel charges only, with an endorsement from Nodal Officer (Finance). The advance will be given to Mentor/Supervisor of this students/Head of the Deptt.

f. After attending the event, the student should submit a detailed report comprising of copy of attendance certificate, registration receipt in original and all other relevant receipts towards settling the advance amount, strictly within 15 days after returning from the FDP program. One copy of this set of documents should be submitted in TEQIP Office.

g. The facility for attending national events may be allowed once in a financial year.

III. Common Note (for FDP/STTP/SDP/Conferences within India):

- In case a faculty member decides not to attend/conduct the program due to any reason, advance drawn shall be returned immediately, failing which the amount shall be recovered with interest, prevailing.

- The rules of Travelling and Dearness Allowance are as per DTU/GOI/Delhi Government norms with regards to availing TEQIP FDP- conference facility.

- A teacher/student/staff is entitled to avail funds for National event **ONCE** in academic year (July-N to June-N+1).

TEQIP-III

Delhi Technological University

(Formerly Delhi College of Engineering)

Main Bawana Road, Delhi-110042,
INDIA

Technical Education Quality Improvement Programme [TEQIP]-Phase III

Proposal for Attending National Conference or STTP/FDP/Workshop
(Ref. 2.1a Faculty and staff Training and 2.1b Enhancement of R&D and Innovation)

1	**Name of faculty/staff/student member and Designation/staff/students**	
2	**Department**	
3	**Phone Nos. & Email-ID of Faculty**	
4	**Conference/STTP/FDP Title**	
5	**Dates and Duration of Conference/STTP**	
6	**Title of Paper**	
7	**Whether paper is accepted for ORAL/POSTER presentation**	
8	**Co-authors**	
9	**Would the paper be published in Proceedings/Available on Digital library?**	
10	**Conference/STTP Registration Fees**	
11	**Tentative Financial Assistance required for Travel, food and Stay**	
12	**Have you applied to any funding agency for this proposal?** (Name of funding Agency, Amount requested, Amount sanctioned)	
13	**Particulars of the previous conference/ STTP attended Through TEQIP/Institute in last two years:**(Conference title, Dates of conference, Paper Title, Total Expenses, Funding Source, etc)	
14	**Justification: (**Benefits to individual, Benefits to Department/Institute)	
15	**Objectives to attend the training/Conference)**	

16	**Expected outcome of the tour and value addition**	
17	**Invitation letter details/ brochure from the institution/s to be visited** (Attach)**:** **If conference, full-length paper with similarity report**	

a) **Financial implications:**

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	
Amount of Advance required	

Certified that the following will be complied with:

- The national tour will be undertaken only with the Competent Authority's approval.
- All austerity measures like discount on training fee, accommodation etc. will be availed. The travels will be undertaken only under the available cheapest restricted economic class airfare.
- A detailed report of the visit, clearly specifying the gains and an action plan for implementing the feasible activities, will be submitted and will also be hosted on the institution's or NPIU's website.
- The experience will also be shared with fellow faculty of the institution.

Signature of Applicant   **Recommended by HOD**
(students must forward their application through mentors/supervisors)

Nodal Officer(Academic)

TEQIP Coordinator

Registrar

Vice Chancellor

Nodal Officers (Finance)

TEQIP-III

Delhi Technological University

(Formerly Delhi College of Engineering)

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Technical Education Quality Improvement Programme [TEQIP]-Phase III

Particulars of Finance Requirements and Compliance

Attending Conference/Seminar/Workshop/STTP by Faculty/Staff/students

Title of Conference/STTP	
Dates and Location	
Name of Faculty/Staff, Designation and Department	
Break-up of Expenses	i. Registration Fees: ii. Travel and DA: iii. Miscellaneous:
Advance taken (Rs.) and Date	
Total expenditure (Rs.)	
Amount to be paid/refunded and Date of Bill submission	

(Only Two FDP Programs in India and one abroad under the TEQIP Funding in the Academic Year is permitted)

Signature of Applicant   **Recommended by HOD**

Nodal Officer (Academic)

TEQIP Coordinator

Nodal Officers (Finance)

Accounts Officer (Name Date & Signature)