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**Government of National Capital Territory of Delhi**  
**DELHI TECHNOLOGICAL UNIVERSITY**  
**(Formerly Delhi College of Engineering)**  
**Shahbad Daulatpur, Bawana Road, Delhi – 110 042**  
**TEQIP-III Project**

F. No. DTU/TEQIP-III/2017-18/11-Part-II/55

Dated: 11/10/2017

**CIRCULAR**

As already aware that the Delhi Technological University has been selected as Mentor Institute for the TEQIP-III Project for Mentee Institute as Madhav Institute of Technology and Science, Gwalior w.e.f. 1<sup>st</sup> April, 2017 and shall continue till 30<sup>th</sup> September, 2020. As the project is in beginning stage and lot of new/innovative work (academic/administrative/financial) is expected to be done during the tenure of TEQIP-III Project.

It is to inform all HoD's that Competent Authority, DTU has approved to provide facilities to faculties & students for attending FDP/STTP/SDP/CEP/Conference/Symposium/Seminar/Workshop (within India) through TEQIP-III Project.

The general guidelines for attending FDP/STTP/SDP/CEP/Conference/Symposium/Seminar/Workshop (within India) through TEQIP-III Project are as follows:

**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:

- 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 Fee, 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 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 fee, 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:

- 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 Fee, Travel, DA etc.

H.K.S.  
11/10/2017

- 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-III) 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 fee, travel charges only, with an endorsement from Nodal Officer (Finance). The advance will be given to Mentor/Supervisor of the 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/student/staff 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).

The application form for attending FDP/STTP/SDP/CEP/Conference/Symposium/Seminar/Workshop (within India) through TEQIP-III Project may be downloaded from DTU website or contact TEQIP Cell.

*Vikas*  
11/10/2017

(Prof. Vikas Rastogi)  
Coordinator, TEQIP-III Project

Copy for information and necessary action to:

1. P.S. to Hon'ble Vice Chancellor.
2. P.S. to Pro VC-I.
3. P.S. to Pro VC-II.
4. P.S. to Registrar.
5. All HoDs: for circulate in their respective department & notice board.
6. Head CC: for uploading on DTU website under TEQIP-III Project column along with application form.
7. All Nodal Officers, TEQIP-III Project.
8. Guard File.

*Vikas*  
11/10/2017

(Prof. Vikas Rastogi)  
Coordinator, TEQIP-III Project