VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA, ODISHA -768018
Technical Education Quality Improvement Programme (TEQIP-III)

Proposal for Attending Conference/Workshops/Short term Course / Seminars/Training Courses

Name of the Faculty/Staff: Qualification: Department: Mobile No: E-Mail:	Designation: Scale: Basic Pay Rs: Total duration in the institute: Any special Attainment:	Name of the Conference / Training Course / Others #

Place (s) of the Conference / Training Course / Place of visit giving duration with date (s)*

Organizer of the Conference / Training Course / Place of visit with full address

For Conference write the title paper / for Training Course (or other visit) write purpose with special reference to New PG courses and research activities carried out at VSSUT

Date & Time of Departure from and Arrival to the University

Total Cost involved Rs. _____(Rupees _____ only)
Please give the details [Registration Fee, Air Fare (for faculty), other Travel cost within India / Abroad, per day cost, others, if any (special)] of the total in the back.

	Forwarded and recommended with a note given in the back	Forwarded and Recommendation
Signature of the faculty / Staff with date	Signature with date & seal of the Head of the Department	Signature with date & Seal of the Dean Faculty & Planning
Recommended	Recommended	Approved / Not Approved
Signature (with seal) of the Nodal Officer (Academic Activities), TEQIP	Signature (with seal) of the Coordinator, TEQIP	Signature (with seal) of the Vice Chancellor, VSSUT

Note : In case of International Travel approval of BOM is required.
Nodal Officer, Academic Activities / Coordinator, TEQIP to note Category of Expenditure (See overleaf)
*Attach all relevant matters.

Category of Expenditure (Put Tick in one Box only) to be filled Nodal Officer, Academic Activities (TEQIP)	- Enhancement of R&D and institutional consultancy activities. - Faculty and Staff Development for improved competence base on TNA. - Enhanced interaction with industry - Institutional Management Capacity Enhancement. - Implementation of Institutional Reforms - Academic Support for Weak Student

The visit of (Name of the faculty / Staff) _____

To (name of place / course _____ will benefit the department

With specific area in the following way

The necessary alternative arrangement for classes / other duties of the faculty / staff has been made during his /her absence

Signature (with seal) of the Head _____ Dept.

Details of the budget with breakup   [TA is admissible as per the eligibility depending on the basic of pay]

Sl. No.	Particulars	Amount (Rs.)	Remarks
	TOTAL		

Place for necessary noting of the Finance Section of TEQIP

** Budgetary provision is checked

@ A brief report indicating the outcome of the training courses, conferences etc should be submitted, through HOD, in duplicate [one for Nodal Officer (TEQIP), Academic Activities (TEQIP) and another for Coordinator (TEQIP) at the time of submission of final bills. The deputed member shall deliver a seminar in the concerned department or conduct similar training programme after his/ her return, as the case may be.