

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 Research Scholar: Last qualification: Department: Mobile No: E-Mail:	Designation: Scholarship if any: Enrolment No : Date of Registration: Total duration in the institute:	Name of the Conference / Training Course / Others #
Place (s) of the Conference / Training Course / Place of visit giving duration with date (s)*		
Mode of Presentation : Oral / Poster / Other (Mention)		
Organizer of the Conference / Training Course / Place of visit with full address		
For Conference write the title paper / for Training Course (or other visit):		
Date & Time of Departure from and Arrival to the University		
Total Cost involved (Approx) 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.		
Documents attached : 1. Circular of Conference/Training Programme Yes / No : 2. Acceptance / Invitation Letter Yes / No : 3. Abstract of Paper Yes / No : 4. Any other (mention) :		
Signature of the Research Scholars with date	Forwarded and recommended with a note Signature with date & seal of the Supervisor	Forwarded and Recommendation Signature with date & seal of the Head of the Department
Recommended	Recommended	Approved / Not Approved
Signature with date & Seal of the Dean PGS&R	Signature (with seal) of the Coordinator, TEQIP	Signature (with seal) of the Vice Chancellor, VSSUT

Note :

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)	<ul style="list-style-type: none"> ▪ Enhancement of R&D and institutional consultancy activities. ▪ Enhanced interaction with other Institute ▪ Institutional Management Capacity Enhancement. ▪ Implementation of Institutional Reforms
The visit of (Name of the research scholar) _____ To (name of place / course) _____ will benefit the department/ Scholar with specific area in the following way The necessary alternative arrangement for classes / other duties of the research scholar 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 3rd AC train fare]

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 Dean (PGS&R) and another for Coordinator (TEQIP) at the time of submission of final bills. The deputed Scholar shall deliver a seminar in the concerned department or conduct similar training programme after his/ her return, as the case may be.