

Guidelines and Financial Support to Organize Workshops/ Seminars/ Conferences within the Institute

- Workshops/ seminars/ conferences approved in TNA are eligible to utilize TEQIP-II funds. In the case of unplanned Workshops/ seminars/ conferences prior approval from Board Of Governors (BOG) through proper channel is to be taken.
- Concerned coordinator of the event should submit the necessary proposal(s) one month prior to the workshop/ seminar/ conference dates, clearly mentioning the detailed objectives, outcomes and budget.
- The honorarium and TA/DA to be provided for recommended resource persons for various training programs / workshops/ conferences/ seminars/ expert lectures is as follows:
 - a) Honorarium of Rs.3,000/- per session of 1hr.30 min. However, for the resource persons drawn from reputed institutions (like IITs, IIMs, NITs and other institutions of national repute) a honorarium of Rs.5000/- per session of 1 hour. 30 min is permitted.
 - b) Local conveyance (to and fro) of a maximum of Rs.2000/- per day.
 - c) Actual boarding, lodging & hospitality expenditure is subject to a maximum of Rs.4,000/- per day.
 - d) TA & DA as per Institute TA/DA rules.
- The Registration Fee collected till closure of spot registrations on the inaugural day shall be remitted into the TEQIP account.
- The expenditure towards registration kits (comprising of a bag / folder, pen, note book, etc.,) shall not exceed @ Rs. 150/- per registered participant.
- Banner Making (DTP, printing& installation), stationery, certificates postage and photocopy charges not exceeding Rs.10,000/- can be met from TEQIP-II funds.
- Lunch and Tea (for all participants, resource persons and concerned workshop team members-not exceeding 10) up to Rs. 200/- per day can be met from TEQIP-II funds.
- Expenditure towards procurement of equipment, devices, mementos, hiring a photographer/camera man, and petrol bills is not permitted under TEQIP-II.
- The total actual expenditure, less the receipts in the form of donations, sponsorships, the delegation/ course fee of the participants may be paid from the TEQIP-II funds.
- Printing of proceedings/abstracts can be done with standard publishers who can provide ISBN Number.
- The advance amount up to a maximum of 50% of approved estimate will be paid wide cheque to the concerned HOD account to meet the petty expenditure.
- The remaining expenditure will be paid by cheque to the concerned HOD subsequent to certification of the expenses by concerned HOD & programme coordinator.
- Workshop coordinator through the HOD should settle the expenses including advance amount and submit a report along with documentary evidence on the programme within 7 days after completion of the programme to TEQIP office.

TEQIP-II Coordinator