



B.M.S.COLLEGE OF ENGINEERING, BENGALURU-560 019

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-III(Comp.1.3)

TEQIP-III: Proforma for attending National/International Conference/Seminar/Workshop/Symposium

1	Name of the Applicant	
2	Category	SC/ST/GEN/OBC
3	Designation (Please specify whether the Applicant is Faculty or Staff)	
4	Department	
5	Contact Details	Cell Number / Land Line number
		E-mail ID
6	Highest Qualification Acquired (Specialization at PG, If applicable)	
7	Adhar number	
8	Title of Training	
9	Broad Area of Training	
10	External Training (Specify National or International)	
11	Name of the Training Provider (specify Institution or Industry)	
12	Training Type (Tick any one)	(a) Seminar (b) Conference (c) Workshop (d) Symposium
13	Nature of Training (Tick any one)	(a) Exposure or Interaction with Industry (b) Teaching Competence (c) Research Competence (d) Management Skill
14	Training Category (Tick any one)	(a) Subject Domain (b) Qualification Up-gradation (c) Management Development (d) Others (Please specify):
15	Venue and place of the Programme	
16	Scheduled dates (from and to)	
17	Duration of Training (Excluding Journey Dates)	
18	Date of onward Journey	
19	Date of Return Journey	
20	Approximate Total Cost in Rs (As per Annexure-I)	
21	I certify/undertake that (a) The same research paper has not been presented/published elsewhere by me or any other co-author/s (b) Only one (in case of International Conference) / two (in case of National Conference) of the authors (if there is more than one for that research paper) is seeking sponsorship under TEQIP and the same research paper will not be presented elsewhere with assistance from TEQIP or any other funding agency. (c) I will share the knowledge that gain from the programme with other faculty & staff of our college through an open seminar / presentation	
22	Signature of the trainee with date	



B.M.S.COLLEGE OF ENGINEERING, BENGALURU-560 019

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-III(Comp.1.3)

TEQIP-III: Proforma for attending National/International Conference/Seminar/Workshop/Symposium

Pl. Note: Complete the following checklist with 'YES or NO' wherever applicable and attach the relevant Documents/Certificates/Papers with the proposal.

Sl. No	Documents/Papers Attached	YES /NO
1.	If the Training is not covered as per 'BOG approved Annual Training Plan (ATP)', please attach the 'Proceedings of the BOG Meeting held or by Circulation' indicating approval for attending the training programme	
2.	Programme brochure	
3.	Copy of the complete research paper	
4.	Acceptance letter by the organizers of the programme	
5.	Clear Objectives of the National/International travel linked with the Project	
6.	Clear indication of the expected outcome of the tour and value addition	
7.	Daily schedule of activities to be covered in the Conference /Workshop/ Seminar/Symposium	
8.	Tour Plans	
9.	Split up of expected expenditure with supporting documents (as per applicable Annexure-1)	
10.	List of reputed National/International Conferences shortlisted / approved by the department / college with previous Cumulative Impact Index	
11.	If the candidate has applied for sponsorship to external funding agencies such as AICTE/VTU/CSIR/UGC etc. seeking financial support for the visit, then the same should be submitted along with written response from the external funding agencies.	
12.	Bio-data of the staff/faculty highlighting the qualifications; previous trainings (both national/international) attended/conducted; proceedings and books published; R&D projects handled; and patents obtained etc.	
13.	Passport Details of the Trainee	
14.	Undertaking by the faculty/staff that he will claim expenditure towards international travel to maximum 7 days only (Excluding journey days)	
15.	Any other	

Date:

Signature of Trainee
(Name.....)

Pl. Note:

(1) All documents/certificates submitted by the trainee should be duly attested by the Principal and the TEQIP Coordinator.



TEQIP-III: Proforma for attending National/International Conference/Seminar/Workshop/Symposium

Annexure-1:

Details of Expected Expenditure for attending National/International Training Programme

Sl. No.	Particulars	Amount
1.	Registration / Course fee (in Rs./US\$)	
2.	Conveyance (in Rs./US\$) a) Air fare (to & fro) Onward Journey: (Date: / / Time:) From:..... To..... Return Journey: (Date: / / Time:) From:..... To..... b) Train/Bus fare(to & fro) Onward Journey: (Date: / / Time:) From:..... To..... Return Journey: (Date: / / Time:) From:..... To..... c) Taxi/Auto fare(to & fro) Onward Journey: (Date: / / Time:) From:..... To..... Return Journey: (Date: / / Time:) From:..... To.....	
3.	Allowable Journey DA fornumber of days @ Rs./US\$/-	
4.	Allowable DA fornumber of days National/International stay at (place).....@ Rs./US\$/-	
5.	Allowable/Actual Accommodation charges fornumber of days @ Rs./US\$/-	
6.	Miscellaneous Expenditure a) VISA charges b) Travel Insurance c) Service Charges for Booking tickets	
Total		

(Total in words.....)

Pl. Note: Give the Conversion Rate for Foreign Currency to Indian Rupees:.....

Date: / /

Signature of Trainee
(Name :)

TEQIP Coordinator
(Signature with seal)

Principal
(Signature with seal)