

**Technical Education Quality Improvement Programme Phase – II
Jadavpur University**

Format for Application for Support for Seminar/Workshop/Conference

Department				
Name Designation and Contact Details (including E-mail ID and mobile number of Coordinator(s))				
Title of Event				
Proposed Venue				
Dates of Events				
Nature of Event (Local/National/International)				
Topics to be Covered				
Plan of Events (Maximum 100 words) (Specifically mention if any active participation of the alumni of the department is planned)				
Expected Number of Participants		National		International
Registration Fee for Participants (Registration to be waived for participants from TEQIP-supported institutions)		National		International
Expected Number of Invited Speakers/ Experts				
Expected Number of Departmental Alumni among Invited Speakers/ Experts				
Total estimated budget (Details given overleaf)				
Fund requested from TEQIP-II, JU				
Fund requested from other sources (Details given overleaf)				

Details of Estimated Expenditure and funds requested from other sources

Estimated Expenditure	Rupees	Funds requested/received from other organizations named below	Rupees
(i) Venue and logistic arrangements		(i)	
(ii) Publication of Proceedings			
(iii) Travel, boarding and lodging for experts/invited speakers		(ii)	
(iv) Hospitality to participants			
		(iii)	
		(iv)	
Total		Total	

How the proposed event will benefit teaching and/or research activities in the department/school (100 words maximum)

Declaration by the Coordinator(s)

1. I agree to submit a detailed report of the event and settle the accounts within two weeks from the event or September 30, 2016, whichever is earlier
2. A list of participants and one set of proceedings will be submitted to TEQIP Cell within two weeks of the event or by September 30, 2016, whichever is earlier
3. Financial Support from TEQIP-II will be prominently acknowledged in the proceedings and venue of the event

Date:

Signature of the Coordinator(s)
Seal:

Endorsement from Head of Department

1. Certified that the Department is organizing <Name of Event> to be held on <Date of Event>with<Name of Faculty Member(s)>as Coordinator(s)

2. The department agrees to submit a detailed report of the event and settle the accounts within two weeks from the event or by September 30. 2016, whichever is earlier
3. A list of participants and one set of proceedings will be submitted to Central Monitoring Cell within two weeks of the event or by September 30. 2016, whichever is earlier

Date:

**Signature of Head of Department/ Director
of School**

Seal: