DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Government of National Capital Territory of Delhi
Shahbad Daulatpur, Bawana Road, Delhi – 110 042
TEQIP-III Project

F. No. DTU/TEQIP-III/2019-20/144/1023

Dated: 15/05/2019.

CIRCULAR

As already aware that the Delhi Technological University has been selected as Mentor Institute for the TEQIP-III Project for Mentee Institute as Madhav Institute of Technology and Science, Gwalior w.e.f. 1st April, 2017 and shall continue till 30th September, 2020. As the project is in beginning stage and lot of new/innovative work (academic/administrative/financial) is expected to be done during the tenure of TEQIP-III Project.

It is to inform all HoD's that Competent Authority, DTU has approved the guidelines to provide partial financial assistance to all departments in the University for organizing National and International Conference through TEQIP-III Project.

The general guidelines for organizing National and International Conference through TEQIP-III Project are as follows:

(i)   The proposal in this regard, initiated by organizing team from the department, shall be scrutinized by Nodal Officer (Academic) and recommended by TEQIP coordinator. The proposal will be approved by competent authority of the University.

(ii)   A partial funding to the maximum limit of **Rs 2.00 lakhs** for National conference and **Rs. 3.00 lakhs** for International conference will be provided by TEQIP-III, in instalments, with the expectation that organizers would meet further conference budget through sponsorships, registrations and exhibition stalls.

(iii)   The advance may be given as seed money to be used for Venue and logistic arrangements, Replication of printed training materials, Publication of proceedings, Travel, boarding & lodging for invited experts. However, expenditure incurred in hospitality head will be directly made to vendor's through PFMS.

(iv)   The fund will be released through PFMS after duly approved by Competent Authority, and the budget allocation to this head will be as per guidelines of TEQIP-III through PFMS.

Organizing National and International Conferences:

S.N.	Activity	Details
1.	National Conference/Symposium/ Congress	Max. Rs 2.00 lakhs for National Conference.
2.	International Conference/Symposium/ Congress	Max. Rs 3.00 lakhs for International Conference.

(v)   The department has to submit the proposal as per format. (Appendix-A- as attached).

(vi)   After successful conduction of the conference, the organizing secretary/Convenor should prepare a detailed report comprising of participants' list, keynote address persons, consolidated feedback etc. The format of the settlement of advance is attached herewith, which should be filled in mandatorily to reimburse the balance amount, strictly within 15 days or before 31st March of the financial year, whichever earlier. One copy of this set of documents should be submitted with TEQIP Office.

(vii)   The departments may also organize such programs inter disciplinary or jointly with other Institute.

(viii)   It is essentially required to collaborate our Mentee Institute (Madhav Institute of Technology and Science, Gwalior, MP) as a partner Institute under Twinning Arrangements.

(ix)   The composition of purchase committee for such program may also approved by Competent Authority along with the proposal.

- Conference Chairman: Chairman
- Organising Secretaries: Members
- One Professor: Member
- One Nominee of VC
- One nominee of the accounts department

(x)   For any other guidelines which are not covered, NPIU guidelines will be final and abiding.

(xi) The expenditure may be incurred as per fund regulation of NPIU/TEQIP-III.

(xii) Department can organize a conference only once in whole duration of TEQIP-III Project.

(xiii) If any proceeding is being published by conference, the copy may be submitted to TEQIP office for record.

The other terms and conditions:

(i) The existing rate of DTU will be applied for honorarium to external/keynote experts.

(ii) No honorarium to internal experts.

(iii) TA & DA to participants is not permitted in TEQIP-III Project.

(iv) The organizers may charge registration fee from participants/sponsorship as per their requirements of fund. However, they have to take the prior permission from competent authority.

(v) All Boards/Banners & Conference material must highlight the TEQIP-III & NPIU for the financial assistance.

(vi) Registration fee for internal faculty must not be charged.

(vii) All codal formalities may be followed as per prevailing TEQIP/NPIU/DTU rules/guidelines/norms.

(viii) In case a organizers decides not to conduct the conference due to any reason, advance drawn shall be returned immediately, failing which the amount shall be recovered with interest.

(ix) The rules of TA/DA for experts are as per TEQIP/DTU norms.

(x) No registration fee will be reimbursed to DTU faculty/student for any event organized at DTU, if it gets full/partial financial assistance from TEQIP-III Project. However, if any event is being organized independently at DTU without TEQIP-III assistance, the case will be considered for reimbursement of registration fee.

The application form for organizing National and International Conferences through TEQIP-III Project may be downloaded from DTU website or contact TEQIP Cell.

15/5/2019

(Prof. Vikas Rastogi)
Coordinator, TEQIP-III Project

Copy for information and necessary action to:

1. PA to VC for kind information of the Hon'ble Vice Chancellor.
2. PA to Pro VC for kind information of the Vice Chancellor-I.
3. Registrar, DTU: for kind information.
4. All HoDs: for circulate in their respective department & notice board.
5. Head CC: for uploading on DTU website under TEQIP-III Project column along with application form.
6. All Nodal Officers, TEQIP-III Project.
7. Guard File.

15/05/2019

(Prof. Vikas Rastogi)
Coordinator, TEQIP-III Project