



VISVESVARAYA TECHNOLOGICAL UNIVERSITY
ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ
"Jnana Sangama", Belagavi - 590 018, Karnataka State, INDIA

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REGISTRAR

Ref: VTU/TEQIP 3/2019/249

Date: 3 OCT 2019

CIRCULAR

Sub: Organizing the Program – Reg.

Ref: Hon'ble Vice Chancellor Approval dated: 09/09/2019

VTU TEQIP Cell provides the financial assistance to conduct training program for Lab Instructors as per the enclosed guidelines. In this regard, the proposals are invited from VTU PG Centres / Constituent College / Affiliated Institutions for the below mentioned topics:

1. Safety Measures
2. Environmental issues
3. Minor Repairs
4. Training on Softwares and Equipments
5. Maintenance and Service of Equipments
6. Behavioral and Communication skills
7. Any other considered necessary.

The last date to reach the following address is 31st October 2019.

TEQIP Cell
Visvesvaraya Technological University
"Jnana Sangama", Belagavi – 590018
Karnataka.

Hence, you are requested to bring this circular to the notice of all the concerned members of your college and encourage them to submit the proposal.


REGISTRAR

To,

The Chairpersons, VTU PG Centre/Principals, VTU Constituent/Affiliated Colleges.

- Encl:** 1. Proposal Format
2. Guidelines to Conduct the Program
3. TA/DA Guidelines

Copy for information to:

1. The Secretary to Vice Chancellor, VTU, Belagavi.
2. The PS to Registrar, VTU, Belagavi.
3. The Finance Officer, VTU, Belagavi.
4. The TEQIP Co-ordinator, VTU, Belagavi.



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Proposal Format

1.	Name of the Program Coordinator	
2.	Designation, Department, Organization	
3.	Contact Details (Email ID, Mobile No.)	
4.	Title of the Program	
5.	Objectives	
6.	Outcomes	
7.	Venue of the Program	
8.	Duration of the Program	
9.	Expected Total Number of Participants	
10.	Deliverables from the Resource Persons	
11.	Deliverables to the Participants	
12.	Expected revenue generated from the Program	

Program Details:

Day/Date	Time	Activity	Venue

Expected Resource Persons (With Designation and Organization):

- 1.
- 2.



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TEQIP CELL

Expected Expenditure:

Sl. No.	Particulars	Expenses (Rs.)
Total Expenditure		

Any Other Information:

Signature
Program Coordinator
(With Seal)

Signature
Head of Department
(With Seal)

Signature
Principal
(With Seal)


Co-ordinator
TEQIP Cell
VTU, Belagavi.



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TEQIP CELL

Guidelines to Conduct the Program:

1. Maximum no. of participants from the host Institution is 05 and minimum no. of participating Institutions is 10.
2. The Institute shall abide by the TEQIP 1.3 rules/regulations regarding utilization of amount that may be granted to the institute.
3. Bills to be submitted in original, certified by the Program Coordinator and Principal.
4. Travel and Remuneration of Resource Persons as per TEQIP norms is permitted.
5. Food Bill of 50 participants and 10 organizers is permitted on the day/s of the program.
6. Printing of Brochure and Stationery bills is permitted.
7. Folder, Pen, Work book, Badge, Certificate for 50 Participants is permitted.
8. Registration Amount shall not be collected from the participants.
9. No advance amount is permitted.
10. Utilization Certificate to be submitted for the amount of expenditure incurred against grants released, duly signed by the Principal & Program Coordinator.
11. Institution Support is encouraged besides TEQIP grant.
12. The Maximum Financial Assistance by VTU-TEQIP Cell is:

Duration of the program in number of days	Maximum Permissible Amount in Rs.
1 day	Rs. 50,000/-
2 days	Rs. 1 Lakh
3 days	Rs. 1.5 Lakhs
5 days and Above	Rs. 3 Lakhs

13. The program shall be named as:
TEQIP 1.3 Sponsored "Title of the Program"
In Association with
Visvesvaraya Technological University, "Jnana Sangama", Belagavi,
Karnataka.
Aryabhatta Knowledge University, Patna, Bihar.
Biju Patnaik University of Technology, Rourkela, Odisha.



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TEQIP CELL

14. The Brochure of the Program shall be sent to all the VTU Affiliated colleges/ Constituent College, PG Centers and also mail to akuteqip3@gmail.com and teqipbputdo@gmail.com
15. The Brochure and Final Schedule of the Program along with Resource Persons shall be sent to TEQIP Cell, VTU Belagavi, at least TWO weeks in advance from the date of the conduction of the Program.
16. Program Coordinator shall conduct the Program on the dates provided by the University. In case of any change, prior approval from the VTU authorities shall be taken and copy to be submitted to the TEQIP Cell VTU Belagavi.
17. The **Maximum Permissible Amount** under various heads is as below:

Sl. No.	Particulars	One Day	Two Days	Three Days	Four Days	Five Days and Above
1.	Food	Rs. 20,000/-	Rs. 40,000/-	Rs. 60,000/-	Rs. 80,000/-	Less than One Lakh
2.	Registration kit (Folder, Pen, Work Book, Badge, Certificate)	Rs. 16,000/-	Rs. 16,000/-	Rs. 16,000/-	Rs. 16,000/-	Rs. 16,000/-
3.	Printing of Brochure and Stationery	Rs. 8,000/-	Rs. 8,000/-	Rs. 8,000/-	Rs. 8,000/-	Rs. 8,000/-

18. E-Banners shall be used for the Program.
19. TA/DA guidelines are to be referred for Travel Allowances and Remuneration of Resource Persons.
20. Expenditure towards Participant's Transport/Accommodation is not permitted.
21. Institution Guest House shall be used for the accommodation of Resource Persons.
22. Program Coordinator is requested to use the amount judiciously.


TEQIP Coordinator
Co-ordinator
TEQIP Cell
VTU, Belagavi.

GUIDELINES ON TA/DA NORMS FOR ALL TYPES OF TEQIP-III ACTIVITIES

The Guidelines on TA/DA norms are appended below for faculty and staff who will be attending any meeting / conference / workshop / training etc. at the institution other than their own institution.

1. Travel Allowance Entitlement

Table-1

Grade Pay / AGP of Individual (6 th Pay)	Pay level (7 th Pay)	Travel by Air	Travel by Train	Travel by Road
Rs.7600/- and above	12 and above	Economy Class by Air India*	AC First class	AC/ordinary taxi, Auto / AC Bus
Rs.5400/- to below Rs. 7600/-	9-11		AC-II Class	Ordinary Taxi, Auto / AC Bus
Rs.4200/- to below Rs.5400/-	6-8	Not Eligible	AC-II Tier / AC Chair Car	Ordinary Taxi / Auto Rickshaw / Any Public Bus incl. AC Bus
Below Rs.4200/-	Below 5	Not Eligible	AC-III Tier / AC Chair Car	Auto rickshaw / Any Public Bus except AC Bus

*However, on non-availability of Air India Flights connecting two places or non-availability of ticket in Air India flights, Private Airlines by economy class may be allowed subject to the condition that the fare charged is not more than the Air India fare.

2. Daily Allowance (D.A) Entitlement: Entitlement of D.A will be as per the following as per the note given below the table-2:

Table-2

Grade Pay / AGP of Individual (6 th Pay)	Pay level (7 th Pay)	Hotel charges per day (Max.)	Food bill per day (Max.)	Local Travel with the City (Max.) per day
Rs.10000/ and above	14 and above	Rs.7500/-	Rs.1200/-	AC Taxi charges upto 50 KMs within the city
Rs.7600/- to below Rs. 10000/-	12-13	Rs.4500/-	Rs.1000/-	AC Taxi charges upto 50 KMs within the city
Rs.5400/- to below Rs.7600/-	9-11	Rs.2250/-	Rs.900/-	Non AC Taxi charges upto Rs.338/- within the city
Below Rs.4200/ to below 5400/-	6-8	Rs.750/-	Rs.800/-	Non AC Taxi charges Upto Rs.225/- within the city
Below Rs.4200/-	5 & below	Rs.450/-	Rs.500/-	Non AC Taxi charges Upto Rs.113/- within the city

- i. **Reimbursement of Hotel charges:** For levels 8 and below, the amount of claim (up to ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees upto Level 8 would be 1000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise 25% whenever DA increases by 50%.
- ii. **Reimbursement of Local Traveling charges:** Similar to Reimbursement of staying accommodation charges, levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number etc. The ceiling for levels will further rise by 25% whenever DA increases by 50%. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.
- iii. **Reimbursement of Food charges :-** There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table-2 above and, depending on the length of absence from headquarters, would be regulated as per Table-3 below. Since the concept of reimbursement has been done away with, no vouchers will be required. The lump sum amount will increase by 25% whenever DA increase by 50%.
- iv. **Timing restrictions:**

Table-3

Length of absence	Amount payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

Note:

1. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC-II tier and above by train is allowed.
2. In case journey is performed by Taxi and more than one person from same college attends the workshop at same place, then the Taxi should be hired on sharing basis and the fare will be reimbursed proportionately to all the travelers.
3. In case road journey is performed by own car, copy of RC is to be submitted mandatorily.
4. Boarding Passes/Tickets (including Train, Bus etc.) Fare receipts of Taxi and Auto / Bill of Hotel & Food charges are to be deposited at the time of preferring the claim.
5. At place where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

For journeys performed in own car / taxi	Rs.24/- per KM
For journeys performed by auto rickshaw, own scooter etc.	Rs.12/- per KM

**NORMS FOR PAYMET OF HONORARIUM TO
GUESTS FOR LECTURE/SEMINAR/ WORKSHOP/ MEETING ETC.**

These guidelines shall be applicable for paying honorarium to the Experts invited from institute/ industry for delivering lectures in Workshop/ Seminar or delivering key note address in conferences/ symposia or attending meetings of various statutory authorities like BoS, Examination Committee, Academic Council, BoG (Under UGC autonomous guidelines), Industry Consultation Committee etc.

1. **Persons from Institutions of National Importance (INIs), Industry Expert and institutions participating in TEQIP-III: Rs. 5000/- per day/ meeting**
2. **Persons from Non-TEQIP Institutions:**
 - (a) Rs. 4000/- per day for Principal/Professor/Associate Professor
 - (b) Rs. 3000/- Per day for Assistant Professor/ Contract faculty

Note:

1. No honorarium is payable to the faculty/ Professor the activities (Lecture/Seminar/Workshop/meeting) of own institution.
2. No honorarium is payable to the faculty /person from Mentor/Mentee Institute for the activities under twinning arrangement.

It supersedes the corresponding point 2.1a. i.iv (1.1 and 1.3 institutions) and point 2.2b bullet 2nd (ATUs) for internal faculty/ persons as given in the permissible and non-permissible expenditure