

Guidelines for Organising In-House Programme
(Workshop/FDP/Pedagogy/STTP/Seminar/Symposium/Invited Lecture/Conference) under
TEQIP-III

Following guidelines are setup for organizing In-House Program (Workshop/FDP/Pedagogy/STTP/Seminar/Symposium/Invited Lecture/Conferences) under TEQIP-III. Therefore, the Program Coordinators are informed to adhere to the following guidelines for organizing program.

1. The Program Coordinator(s) are to apply to the Director, NIT Silchar through, HoD, and Coordinator, TEQIP-III for necessary onward processing.
2. The applications for organizing the programme should be made at least 30 days before the commencement of the programme.
3. The application should accompany with a duly constituted organizing committee recommended by the head of the department.
4. Programmes organized under the aegis of TEQIP-III encourage to have registration fee from the participants as per the following table

Sl. No	No of days	Minimum registration fee per participant (in INR)	
		Internal	External
1	1-2	Students: 500 Faculty: 500	Students: 500 Faculty: 2000 Industry/Govt.: 3000
2	3-5	Students: 500 Faculty: 1000	Students: 1000 Faculty: 3000 Industry/Govt.:5000

5. Registration fee for Conference.

Minimum registration fee per participant (in INR)	
Internal	External
Students: 1000 Faculty: 2000	Students: 1000 Faculty: 3000 Industry/Govt. and others: 7000

6. Reappropriation of fund from one head to another, if any, should be got approved from the competent authority. However item wise deviation maximum upto 10% may be allowed restricting the expenditure upto total fund allotted.
7. Registered participants for the programme should not be preferably less than 30 and more than 80.
8. Expenditure for Refreshment/Lunch/Breakfast/Dinner etc. should be as per following table.

Item	Internal participant	External participant
Breakfast	NIL	As per Guest House rate.
Lunch	Guest House	As per Guest House rate.
Dinner	NIL	As per Guest House rate.
Refreshment	Rs.60/-	Rs60/-
Special Dinner	Rs.300/-	Rs.300/-

Breakfast/lunch/Dinner are to be arranged at the Guest House.

9. Accommodation for experts and outside participants should be made in NIT Guest house. In case of non-availability, the same may be booked in hotels available in Silchar as per entitlement. Additional transportation cost towards the above may be included. With the prior approval of the competent authority.
10. Miscellaneous expenditures to be restricted maximum upto 10% of the total Estimated Budget.
11. The Honorarium, TA, DA, etc are given as guidelines and as per the institute rule.
12. Inaugural session /concluding ceremony Rs. 8000.00 (maximum) including refreshment per programme.
13. Cost of registration kit should be limited to Rs 250.00 (maximum) per participant. For the conferences the Cost of Registration kit Rs.750.00 (maximum)
14. All the Bills in original to be submitted within two weeks after completion of the course.
15. All vehicles should be booked through Institute vehicle in charge. (Requisition should be submitted one week before the commencement of the program.)
16. All experts should travel by Air India flights as far as practicable through shortest route.
17. All the terms and condition which are not specifically mentioned will be as per TEQIP-III Guideline.
18. All the original bills/vouchers, honorarium payment receipt, etc & any other related to expenditure for organizing the programme are to be submitted along with feedback report & participant attendance report to the Nodal Officer (Finance) for final settlement/adjustment within 2 weeks from the date of completion of the programme with a summary of expenditure to the office of TEQIP=III.

N. B.: A copy of post event report along with 4 to 5 photographs (hardcopy and softcopy) to be submitted to the office of TEQIP-III (teqip.nits@gmail.com) within 7 days after the completion of the programme.

Coordinator
TEQIP-III

Director
NIT Silchar