

## **GUIDELINES FOR VARIOUS ACTIVITIES UNDER TEQIP-II PROJECT (Four Funds)**

### **A) R & D Activities.**

#### **Research Projects Taken up by UG/PG Students:**

Financial Assistants for Student projects: The proposals may be submitted through the respective Heads of Department along with brief description of the project and detailed estimate for cost of the project. Students have to be present the proposals before the project Evaluation Committee for acceptance and sanction of financial assistance.

#### **Seed Grants for Research by Faculty:**

Applications are invited from faculty members from Engineering departments covered by TEQIP Phase – II for limited research support as 'seed grants for research by faculty'. The research grant is expected to develop high quality research that will lead to publication in peer-reviewed journals (preferably SCI-indexed) and will facilitate securing sponsored projects from external funding agencies. Preferences will be given to faculty members who have completed their Ph.D degree or submitted their Ph.D theses from among those who joined the institute within last five years. The upper limit for funding will be Rs. 10,000/- (Rupees Ten Thousand only). Items to be covered by this grant will include consumables, testing fees, contingency and short term field work or laboratory visit or industry visit specifically related to the project work. Applications in the prescribed format (available in TEQIP office) should be submitted to TEQIP Office. It is to be noted that the completion report for the project undertaken with the above support is to be submitted and all accounts settled by March 31 of every financial year.

#### **Research publications in engineering in referred Journals:**

All the faculty members are eligible to get the amount spent for research publications in engineering in reputed journals/scopus with a monetary limit of Rs.8,000/- per publication. Only the 1<sup>st</sup> author gets reimbursement.

The following supporting documents along with reimbursement claim (Format available in TEQIP-II OFFICE)

1. Paper Acceptance letter/mail
2. Invoice for publication fees etc
3. Original receipt of payment.
4. Letter/Mail regarding publication details
5. Proceedings copy of the Paper Published in Journal.

#### **Patenting of Technologies:**

Application Fee and Attorney Fee for patenting of Technology

## **B) Faculty and Staff Development:**

### **Organizing in-house training workshops in teaching/research subjects and conducting Workshops, Seminars and conference etc.,**

Following guidelines are setup for organizing In-House Program Workshop/FDP/ Pedagogy /STTP/ Seminar/Symposium/Invited Lecture/Conferences) under TEQIP II (Four Funds). 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 Principal, CBIT through, HoD, and Coordinator, TEQIP-II 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-II encourage to have registration fee from the participants.
5. Miscellaneous expenditures to be restricted maximum upto 5% of the total Estimated Budget.
6. The Honorarium, TA, DA, etc are given as guidelines and as per the institute rule.
7. All the Bills in original to be submitted within two weeks after completion of the course.
8. All vehicles should be booked through Institute vehicle in charge. (Requisition should be submitted one week before the commencement of the program.)
9. 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 program me with a summary of expenditure to the office of TEQIP=II.
10. A copy of post event report along with 4 to 5 photographs (hardcopy and softcopy) to be submitted to the office of TEQIP-II within 7 days after the completion of the programme.

### **Participation of faculty in outside seminars/workshops/conferences etc.,:**

Eligibility for attending Workshop, Seminar, Refresher/Short Courses, Conferences and Technical training /Orientation Programs etc. preferably within India.

1. A **faculty** of the Institution may be granted financial assistance under the scheme for attending academic conference etc. on following grounds.
  - a) Paper has been accepted for presentation;

- b) When invited by the organizers to chair a session/ section of the Conference or to deliver lecture as a guest speaker or to act as the Rapporteur of the Conference. (In this case the person concerned may not contribute a separate paper of his own.)

2. Subject knowledge and research competence up-gradation: Subject knowledge up-gradation is to make the faculty aware of the advances in knowledge, technologies and research methodologies for improving his/her own performance and for the benefit of students.

3. Short term and long term courses are available within India including summer schools arranged by Government organizations, institutions and professional Societies.

Faculty attended for the above programs the expenditure incurred may be reimbursed as per the prescribed norms of CBIT. For attending the above programs Principal's prior approval has to be taken. (without Principal's Prior Approval expenditure claims should not be considered for reimbursement under TEQIP-II. A Format is available in the CBIT, Administrative Office.

Faculty may apply through respective Heads of department in this format 5 days before for local events and 7 days before for outstation events along with below enclosures:

1. Brochure /pamphlet/ any communication containing the event details, registration fees and event venue and date/s.
2. For out station events an estimate of Travel expenditure to be incurred.
3. Details of Conference/Seminar/Symposium/Workshop (National/ International) attended in the last Four years, if any (Name, Venue, Date, Funding agency and amount)

The expenditure incurred will be reimbursed upon submission of the below documents along with the prescribed Format (EC) available in the TEQIP-II Office.

1. Copy of the Principal's Prior Approval
2. Original Receipt of Registration Fees
3. Tickets/bills of Traveling and Conveyance
4. Xerox copy of participation Certificate
5. Original Bills of Accommodation
6. A brief Report on the Event Attended
7. For Paper Presentation in addition to the above documents copy of the proceedings of the paper published in the conference Journal.

#### **Training/ Development of technical/Support Staff:**

A **staff** of THE INSTITUTE may be granted financial assistances under the scheme for attending training programs.

*Technical Staff:* The Technical Staff in laboratories and workshops needs to be trained in their functional areas including operation and routine maintenance of both the existing and new equipment. They also need training on workshop instructions, upkeep of institutional services, etc. The training can be organized within the institution or at the supplier/manufacturer premises or at reputed technical training institutions. The technical staffs also need to be

motivated and encouraged to go for training and to use the newly acquired expertise for the benefit of *students and the institution*.

*Administrative Staff:* The Administrative Staff also needs training in respective functional areas, particularly in the use of modern office equipment, software, office automation, maintenance of records, procedures, etc. The training should also cover motivation for time and material efficiency, and friendliness towards faculty and students. The training may preferably be organized within the institution with the help of suitable organizations.

Travelling Allowance, and Registration Fee etc., if any, shall be admissible for attending such training programs, provided that he or she does not receive the said Travelling Allowance, etc. from the Organizers or any other source. The staff concerned, while submitting adjustment of advance taken or reimbursement of expenditure made by him/her in this respect, shall certify to the effect that he/she has not received travelling allowance/daily allowance, etc. from any other source.

The staff must submit his / her proposal through the Dept. Head to coordinator of TEQIP-II for the approval of Principal and the application complete in all respects should reach TEQIP office ordinarily 15 days ahead of the commencement of the Training program for consideration.

#### **C) Maintenance of Software and Equipment:**

1. Payment of renewal of Software purchased of PG Labs under TEQIP-II Procurement Activity.
2. Payment for Annual Maintenance of Computers, Printers, UPS Systems etc.,

#### **D) Student Support**

- i) Expenditure on students transition from first year to second year of UG Programs (for Remedial Classes)
- ii) Support to academically weak students to enhance their knowledge and skills. (For Bridge Courses, English proficiency and Guest Lectures etc.,)

#### **E) Maintenance of TEQIP-II Staff and Nodal Officers and other Admin. Expenses**

For continuing the TEQIP-II Project activities for Five more years the present positions of Project Coordinator, Finance and Academic Nodal Officers with Principal being the approving authority of all the activities may be continued with same honorarium as provided under the TEQIP-II Project and One full time contract staff may be continued for handling the Clerical and accounting works related to the funds utilization.