

**Uttar Pradesh Textile Technology Institute, Kanpur**  
**TEQIP-III: Format for Submitting Proposals to Conduct National/International**  
**Conference/Seminar/Workshop/ Symposium.**  
**(Please complete the checklist with 'YES or NO' wherever applicable and attach the relevant**  
**document/certificates/papers along with the proposal)**

Sl. No	Documents/Certificates/Papers Attached	YES/NO
1	Clear Objectives of the National/International Proposed Programme linked with the Project	
2	Clear indication of the expected outcome of the Proposed Programme and value addition	
3	Proceedings of BOG indicating its approval for conduct of programme	
4	Details of the Previous National/International Training / Programmes Conducted by the Institution (Since Jan 2017)	
5	Programme Brochure	
6	Daily schedule of activities to be covered in the Conference/Workshop/Seminar/Symposium	
7	List Guest Faculty/Experts/Technical Speakers with Name, Designation, Organization and Contact details	
8	Details about collaboration with Industry, Institute any other training provider/ agency involved in conducting the training programme	
9	Certificate that the expenditure incurred for conducting training programme under TEQIP-III is not claimed elsewhere I.e. any other organization/ department	
10	Split up of expected expenditure with supporting Documents (as per Annexure-1)	
11	Any Other	

Signature with date  
(Name of faculty member)

Forwarded by Concerned HOD  
**Signature with date**

**Approval by Director**  
**(Signature with date)**

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Signature with date

(Name of faculty member)

Forwarded by Concerned HOD

**Signature with date**

**Recommendation of Nodal Academic with date**

**Signature with date**

**Approval by Director**

**(Signature with date)**

**TEQIP-III: Proforma for Proposal for Conducting National/International  
Conference/Seminar/Workshop/Symposium/ Invited Expert Lecture**

**UTTAR Pradesh Textile Technology Institute, Kanpur,**

**Annexure**

**Details of Split-up Expenditure to conduct National/International Conference/  
Seminar/ Workshop/ Symposium**

<b>Sl. No</b>	<b>Particulars</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount (in Rs)</b>
<b>1</b>	<b>Venue &amp; Logistic arrangement</b>				
<b>2</b>	<b>Hospitality to guest &amp; participant</b>				
<b>3</b>	<b>Guest faculty/ expert/ Technical Speakers</b>	<b>a) TA</b>			
		<b>b) DA</b>			
		<b>c) Lodging</b>			
		<b>d) Honorarium</b>			
<b>4</b>	<b>Replication of Printed training materials, stationeries</b>				
<b>5</b>	<b>Publication of Proceedings</b>				
<b>Total</b>					

(Total in words .....)

Signature with date  
(Name of faculty member)

Forwarded by Concerned HOD  
Signature with date

Recommended by  
Nodal Academic

Approved by  
**Director**