



B.M.S.COLLEGE OF ENGINEERING, BENGALURU-560 019

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-III(Comp.1.3)

TEQIP-III: Proforma for attending Seminar/Workshop/Training/Course

1	Name of the Applicant		
2	Category		SC/ST/GEN/OBC
3	Designation (Please specify whether the Applicant is Faculty or Staff)		
4	Department		
5	Contact Details	Cell Number / Land Line number	
		E-mail ID	
6	Highest Qualification Acquired (Specialization at PG, If applicable)		
7	Adhar Number		
8	PAN Number		
9	Title of Training		
10	Broad Area of Training		
11	External Training (Specify National or International)		
12	Name of the Training Provider (specify Institution or Industry)		
13	Training Type (Tick any one)		(a) Seminar (b) Workshop (c) Course
14	Nature of Training (Tick any one)		(a) Exposure or Interaction with Industry (b) Teaching Competence (c) Research Competence (d) Management Skill
15	Training Category (Tick any one)		(a) Subject Domain (b) Qualification Up-gradation (c) Management Development (d) Others ( Please specify):
16	Venue and place of the Programme		
17	Scheduled dates (from and to)		
18	Duration of Training (Excluding Journey Dates)		
19	Date of onward Journey		
20	Date of Return Journey		
21	Approximate Total Cost in Rs (As per Annexure-I)		
22	I certify/undertake that  (a) I will share the knowledge that gain from the programme with other staff of our college.		
23	Signature of the trainee with date		



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Pl. Note: Complete the following checklist with 'YES or NO' wherever applicable and attach the relevant Documents/Certificates/Papers with the proposal.

Sl. No	Documents/Papers Attached	YES /NO
1.	If the Training is not covered as per 'BOG approved Annual Training Plan (ATP)', please attach the 'Proceedings of the BOG Meeting held or by Circulation' indicating approval for attending the training programme	
2.	Programme brochure	
3.	Acceptance letter by the organizers of the programme	
4.	Clear Objectives of the National/International travel linked with the Project	
5.	Clear indication of the expected outcome of the tour and value addition	
6.	Split up of expected expenditure with supporting documents (as per applicable Annexure-1)	
7.	Any other	

Date:

Signature of Trainee  
(Name.....)

Pl. Note:

(1) All documents/certificates submitted by the trainee should be duly attested by the Principal and the TEQIP Coordinator.



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**Annexure-1:**

Details of Expected Expenditure for attending National/International Training Programme

Sl. No.	Particulars	Amount
1.	Registration / Course fee (in Rs./US\$)	
2.	a) Train/Bus fare(to & fro) Onward Journey: (Date:            /    /            Time:            ) From:..... To..... Return Journey: (Date:            /    /            Time:            ) From:..... To.....  C) Taxi/Auto fare(to & fro) Onward Journey: (Date:            /    /            Time:            ) From:..... To..... Return Journey: (Date:            /    /            Time:            ) From:..... To.....	
3.	Allowable Journey DA for .....number of days @ Rs./US\$ ...../-	
4.	Allowable DA for .....number of days National stay at (place).....@ Rs./US\$ ...../-	
5.	Allowable/Actual Accommodation charges for .....number of days @ Rs./US\$ ...../-	
6.	Miscellaneous Expenditure	
<b>Total</b>		

(Total in words.....)

Pl. Note: Give the Conversion Rate for Foreign Currency to Indian Rupees:.....

Date:        /        /

Signature of Trainee  
(Name : ..... )

TEQIP Coordinator  
(Signature with seal)

Principal  
(Signature with seal)