



राजकाय माहला आभयान्त्रका महावद्यालय, अजमर

**GOVT. WOMEN ENGINEERING COLLEGE, AJMER**

(An Autonomous Institute of Govt. of Rajasthan)

Nasirabad Road, Makhupura, Ajmer - 305002

**TEQIP-III**

GWECA/2017-18/TEQIP-III/...87

Date: 6/10/2017

**NOTICE**

This to inform all the concern that for proper documentation and smooth processing of files following **minimum documents** shall be enclosed with the proposals moved to TEQIP-III and general instructions shall be followed as given below.

Documents for Industrial Visit -Pre-Activity Documents	
1.	Check List duly signed and page no.
2.	List of places to visit and/or route chart with Mode of Journey/Transportation
3.	List of proposed Industry place-wise and their confirmation with Brief profile of industries.
4.	Objectives of industrial visit with proper recommendations of faculty coordinator/HOD.
5.	Number and list of students with roll-no Year and branch with Consent-cum-undertaking of Students & their Parents/ Guardians.
6.	List of Faculty Coordinator(s) along with support technician accompanying.
7.	Estimated expenditure head-wise, Proper Quotation (if any) with Tin No. & Authorized Signature & Seal of firm along with committee recommendations wherever necessary. (If applicable)
Documents for Industrial Visit -Post Activity Documents	
1.	Office-Order(s) ), Work order or Purchase order (as applicable)
2.	Attendance of Students during visit (all days).
3.	Certificate from visited Company.
4.	Bills/Tickets/Formats duly signed and verified by the concern with Total amount claimed.
5.	Bank account details of all beneficiaries/vendors in prescribed format
6.	Any other document needed/demanded by TEQIP-III at any stage
Documents for Attending Academic Activity -Pre-Activity Documents	
1.	Check List duly signed and properly marked page no.
2.	Application with Detailed Brochure
3.	Academic and Administrative duty arrangement document(s).
4.	Route chart with Mode of Journey/Transportation
5.	Total Expenditure of Program with complete detail, Proper Quotation (if any) with Tin No. & authorized Signature & Seal of firm along with committee recommendations wherever necessary.
6.	Details of previously attended programs in this session.
7.	Objectives of visit with justification that it is useful to attend the same and proper recommendations of HOD.
Documents for Attending Academic Activity -Post-Activity Documents	
1.	Office-Order(s) ), Work order or Purchase order (as applicable)
2.	Report after attending the Program.
3.	Performa of Departmental Notice for Presentation with attendance of attendees.
4.	Short summary of program attended (1-2 pages).
5.	Copy of Certificate attends Program.
6.	Copy of paper (in case of Presentation).
7.	Bills/Tickets/Formats duly signed and verified by the concern with Total amount claimed.
8.	Bank account details of all beneficiaries/vendors in prescribed format
9.	Any other document needed/demanded by TEQIP-III at any stage





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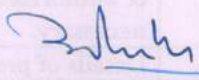
Nasirabad Road, Makhupura, Ajmer - 305002

**TEQIP-III**

Documents for Organizing Academic Activity -Pre-Activity Documents	
1.	Check List duly signed and page no.
2.	Program Introduction including- Title of Program, Abstract of Proposed Program, Tentative date & duration, Objective of Program and Beneficiary of Program with proper recommendations of faculty coordinator/HOD.
3.	List of Expert & their consent with Profile of Experts
4.	Total Expenditure of Program with complete details, Proper Quotation (if any) with Tin No. & authorized Signature & Seal of firm along with committee recommendations wherever necessary.
5.	Resource generation (if any).
6.	Proper list of registered participation
Documents for Organizing Academic Activity -Post-Activity Documents	
1.	Office-Order(s) , Work order or Purchase order (as applicable)
2.	Attendance of participants all sessions.
3.	Detail of distributed Registration kit, List of Certificate issued, distributed Mementoes with any other relevant such document
4.	Bills/Tickets/Formats duly signed and verified by the concern with Total amount claimed.
5.	Bank account details of all beneficiaries/vendors in prescribed format
6.	Any other document needed/demanded by TEQIP-III at any stage

**General Instructions:**

1. Please put relevant documents in file and tag note-sheets properly. Move the proposal well in advance (One month is suggested period).
2. All documents must be duly verified by the Program Coordinator/ Proposer/ HOD as applicable. Page numbering shall be done on each page.
3. Major/Broad information shall be included in note-sheet. HOD/Coordinator's proper recommendation shall be available on note-sheet.
4. Make sure that all attends one or two academic programs in a session instead of few attending too much and few are not attending at all.
5. Check list formats shall remain available on college web-site.

  
(Principal) 6/10

**Copy to:**

1. P.A. to Principal (for kind information)
2. Registrar
3. All HOD's (for circular in department)
4. Guard File