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**GOVT. WOMEN ENGINEERING COLLEGE, AJMER**

(An Autonomous Institute of Govt. of Rajasthan)

Nasirabad Road, Makhupura, Ajmer – 305002

**TEQIP-III**

**Check List-Attending Academic Activity**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Pre-Activity Documents** | **Page No.** |
| 01. | Check List duly signed and page no. |  |
| 02. | Application with Detailed Brochure |  |
| 03. | Academic and Administrative duty arrangement document(s). |  |
| 04. | Route Chart with mode of journey/transportation. |  |
| 05. | Total Expenditure of program with complete detail, proper question (if any) with TIN No. & authorized signature & seal of firm. |  |
| 06. | Detail of previously attended programs in this session under TEQIP-III and the amount of expenditure reimbursed/claimed for the same. |  |
| 07. | Objective of visit with justification that it is useful to attend the same and proper recommendation of HOD. |  |
| 08. | Whether course on SWAYAM portal is completed in the session (if yes, give details). |  |
| 09. | Any other |  |
| **Signature with date and name (Program Coordinator/Applicant/HOD** | |  |

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| **S. No.** | **Post-Activity Documents** | **Page No.** |
| 01. | Office Order(s). |  |
| 02. | Report after attending the program along with short summary (format available on website). |  |
| 03. | Performa of departmental notice for presentation with attendance of attendees. |  |
| 04. | Short summary of program attended (1-2 pages). |  |
| 05. | Copy of certificate attends program. |  |
| 06. | Copy of paper (in case of presentation). |  |
| 07. | Bills/Tickets/Formats duly signed and verified by the concern with total amount claimed. |  |
| 08. | Bank account details of all beneficiaries/venders in prescribed format. |  |
| 09. | Any other document needed/demanded by TEQIP-III at any stage. |  |
| **Signature with date and name (Program Coordinator/Applicant/HOD** | |  |

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**TEQIP-III**

**Documents for Organizing Academic Activity**

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| **S. No.** | **Pre-Activity Documents** | **Page No.** |
| 1. | Check List duly signed and page no. |  |
| 2. | Program Introduction including- Title of Programme, Abstract of Proposed Programme, Tentative date & duration, Objective of Programme and Beneficiary of Programme with proper recommendations of faculty coordinator/HOD. |  |
| 3. | List of Expert & their consent with Profile of Experts |  |
| 4. | Total Expenditure of Programme with complete detail, Proper Quotation (if any) with Tin No. & authorized Signature & Seal of firm |  |
| 5. | Resource generation (if any). |  |
| 6. | Proper list of registered participation |  |

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| **S. No.** | **Post-Activity Documents** | **Page No.** |
| 1. | Office-Order(s) (if any) |  |
| 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/venders in prescribed format |  |
| 6. | Any other document needed for accounts rules/purpose |  |

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**TEQIP-III**

**Check List - Industrial Visit**

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| **S. No.** | **Pre-Activity Documents** | **Page No.** |
| 1. | List of places to visit and/or route chart with Mode of Journey/Transportation |  |
| 2. | List of proposed Industry place-wise and their confirmation with Brief profile of industries. |  |
| 3. | Objectives of industrial visit with proper recommendations of faculty to permit. |  |
| 4. | Number and list of students with rollno. year and branch with Consent-cum-undertaking of Students & their Parents/ Guardians. |  |
| 5. | List of Faculty Coordinator(s) along with support technician accompanying. |  |
| 6. | Estimated expenditure head-wise, Proper Quotation (if any) with Tin No. & Authorized Signature & Seal of firm (If applicable) |  |
| 7. | Above Check List duly signed and page no. |  |

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| **S. No.** | **Post-Activity Documents** | **Page No.** |
| 1. | Office-Order(s) |  |
| 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. |  |