



MANIPUR TECHNICAL UNIVERSITY, IMPHAL

CLAIM FOR REIMBURSEMENT UNDER TEQIP - III

(FOR ORGANIZING EVENT/ CONFERENCE/ SEMINAR/ WORKSHOP/ TRAINING PROGRAMME)

1. Name of the Event: _____

2. Name of the Department: _____

3. Event Period: _____

4. Coordinator(s) Name: _____

S. No.	Type	Number	Payable Amount (in ₹)
i	Remuneration for External Experts (maximum ₹ 3,000 / ₹ 4,000 / ₹ 5,000 per day per person, for a minimum of two lectures)*		
ii	Remuneration for Internal Experts (maximum ₹ 3,000 per day per person for a minimum of two lectures)	Not Applicable under TEQIP – III as per updated norms of MHRD	
iii	TA/DA for experts as per institute norms		
iv	Study Materials (flex, certificate printing, stationery etc.)		
v	Registration kit (file, folders, pen, notebook, schedule, feedback format etc.) (₹100 to ₹200 per kit)		
vi	Lunch/Breakfast/High Tea and Snacks		
vii	Bouquet, flowers (maximum ₹ 2,000)		
viii	Mementos (maximum ₹ 500 per memento)		
ix	Institute overhead charges (10% of the Budget amount or ₹ 5,000 whichever is minimum)		
TOTAL			

As per NPIU Guidelines

*Persons from Institutions of National Importance (INIs), Industry Expert and institutions participating in TEQIP-III: ₹ 5,000/- per day/ Meeting.

Persons from Non-TEQIP Institutions: (a) ₹ 4,000/- per day for Principal/Professor/Associate Professor (b) ₹ 3,000/- Per day for Assistant Professor/ Contract faculty

** (a) 10% variation in the estimated budget will be permissible (b) Mementos to Institute members should be avoided.

Registration fees

No. of participants

Signature of the Coordinator

TEQIP CELL (Accountant)

Nodal Officer (Finance)