

JORHAT ENGINEERING COLLEGE

TA, DA & OTHER GENERAL GUIDELINES FOR STUDENTS, FACULTY MEMBERS & FOR EVENT COORDINATOR FOR ACTIVITIES UNDER TEQIP-III.

A. FOR STUDENTS

1. Maximum limit for total reimbursement per student is Rs. 10,000.00
2. All the reimbursement must claim within 3 months from the date of completion of the event.
3. For reimbursement: All the expenditure vouchers/ tickets, event report along with photograph, Brochure, Schedule has to be submitted along with reimbursement form.
4. Students can only use AC 3-Tier Train or Bus. In case the students use flight, only the Non-Tatkal AC 3-Tier train fare will be reimbursed.
5. Students are allowed to use Cab/taxi services for terminal purpose only @ 16.25 per km. While doing so they are informed to share the expenses among students.
6. Daily Allowance - Rs. 350.00 per day inclusive of food and lodging for Students attending seminar, conference, workshop, Techfest. However, no DA is allowed for student attending internship.
7. Maximum limit of Registration fees for Students attending seminar, conference, workshop, Techfest is Rs. 3000.00 . However, more than one registration is not allowed for same seminar, conference, workshop, Techfest.
8. No reimbursement will be applicable for publishing papers in paid.
9. No reimbursement will be applicable for online internship other than Internshala.

B. FACULTY MEMBERS

1. All the reimbursement must claim within 2 months from the date of completion of the event.
2. Each faculty can claim reimbursement under TEQIP-III for attending only 1(one) activity (seminar, conference, workshop, FDP) outside the institute per semester. However, there is no limit to the number of online SWAYAM courses attended by the faculty.
3. Each faculty has to take prior permission from the Principal, JEC after endorsement from concerned HOD for attending any activity outside the institute.
4. **For reimbursement:** All the expenditure vouchers/ tickets, boarding pass, bills, event report along with photograph, Brochure, Schedule, certificates, office order copy has to be submitted along with reimbursement form.
5. Faculty members are requested to book their ticket (at least 10 days before) so that they can avoid TATKAL booking which has to be justified (**personal problem will not be considered**) if done. The justification has to be approved by the Principal, JEC.
6. On regular working days all TA claims will be admissible from Jorhat Engineering College to host institution. On holidays/vacations the TA Claims will be admissible from residence of the concerned faculty to host institution.

TA-DA claim is applicable

- a) For air journey or road journey by taxi/ car/bus: 1 day before + Event days+ 1 day after
 - b) For train journey: Journey days + Event days+ Journey days
 - c) If, a faculty has not returned the next day after the completion of the event, only his flight fare/ Train fare/ Bus Fare (but no DA/ boarding-lodging for return journey) from the event place to Jorhat Engineering College during working days or from the event place to residence on holidays/vacations will be reimbursed for return journey. In any cases the no claim (TA/ DA/ boarding-lodging for return journey) will be reimbursed if the return date is more than 7 days after the event completion date.
7. Flight Ticket Rules (Only National Travel)
 - a. Only Economy Class air travel will be considered,
 - b. Only AIR India flights to be considered.
 - c. Other airlines can be considered with the following conditions -
 - a. Destination is not covered by the carrier (Air India)

- b. Travel time is very high. Time during layovers is more than 5 hours.
 - c. Price comparison of Air India flights in the same route is to be shown, in case any other airlines is used.
8. Faculty members can use their own car or cab/ taxi up to **100 km (both way) @ Rs. 16.25** to attend/participate in seminar, workshop and faculty development program conducted by any institute. Claim should be supported with self-attested RC book photocopy of own car. Toll fee, parking fee will be reimbursed provided original bill is duly attached and signed by the Faculty member. For more than **100 km journey (both way)** the faculty members will be reimbursed only bus or AC 3 tier train or flight service.
 9. Faculty of JEC, nominated from TEQIP-III Office and BOG members for attending various meetings, workshop, conferences etc. conducted by SPIU/NPIU/world Bank/ Mentor College and BOG meeting can use their own car @ Rs. 16.25 or cab/ taxi as per actual payment (proper bill has to be submitted).
 10. Maximum limit of Registration fees for attending seminar, conference, workshop etc. is Rs. 10000.00. However more than one registration is not allowed for same seminar, conference, workshop etc.
 11. No reimbursement will be applicable for publishing papers in paid journals.
 12. No DA will be admissible for appearing in FDP programmes within 20 km radius of Jorhat Engineering College.
 10. Faculty members who wish to spend/undertake research or PhD work at Institutes of National Importance are permitted with 3-Tier train or bus travel (No air fare) only. During the stay they are entitled Daily Allowances, lodging & boarding as per section E. Maximum limit for total reimbursement is Rs. 15,000.00
 11. **Accommodation not available in host institution.** Faculty members are informed to avail the lodging & boarding facilities provided at the host institution whenever provided. If accommodation is not available in the host institute, a letter from the host institution Stating that accommodation cannot be provided (for the said duration of the activity) has to be mandatorily provided for claims.

C. FOR EVENT COORDINATOR

Total number of the food charge and event **Registration Kit** should not more than Registered participants + 10 . The signature sheet of the participants in the format as prescribed by TEQIP must be submitted during payment.

i) Food bill Guidelines

Table 1: Food bill guidelines for students

Particulars	Ceiling Amount(Rs.)/person/day	Remarks
Half day	30.00 + GST @5%	1 Refreshment only.
Full Day (two sessions) or more	60.00 + GST @5%	2 refreshments per day

Table 2: Food bill guidelines for faculty workshops/FDP/SDP etc.

Particulars	Ceiling Amount (Rs.)/person/day	Remarks
Half day	30.00 + GST @5%	Refreshment only
Full Day (two sessions) for workshop, seminar, FDP	360.00 + GST @5%	Working lunch + 2 refreshments per day
National Conference	400.00 + GST @5%	Working lunch + 2 refreshments per day
International Conference	460.00 + GST @5%	Working lunch + 2 refreshments per day

ii) Purchase of Stationery /Printing etc

1. Stationery for any TEQIP Sponsored event should be purchased from the registered vendors of TEQIP-III.

Registration Kit : Registration Kit should not more than Registered participants +10.

Particulars	Ceiling Amount (Rs.)/person with GST
Student event (training, talk, seminar etc.)	40.00
Half day	40.00
One Day/ Two Days for workshop, seminar, FDP	60.00
5 days FDP	150.00
National Conference	400.00
International conference	800.00

2. If any department buy any stationery item for the use of their department; such bill cannot be reimbursed.
3. Charges for Certificate printing is limited to Rs 15.00/certificate.
4. **Brochure and Programme schedule , Banner** : (TEQIP-III Logo and publication in college website are mandatory) limited to Rs. 1000/- inclusive of taxes.
5. **Miscellaneous** (within Budget) Limited to Rs. 1000/- per programme.

iii) Event Venue

1. Any department cannot charge any amount towards using their infrastructure for any TEQIP sponsored event.
2. TEQIP will not pay any technical assistance fee towards any permanent staff, if such amounts are made that has to be borne by the event coordinator.

iv) Felicitation items :

Any felicitation items cannot be sponsored by the TEQIP office, if such felicitation is done, that amount has to be borne either by the respective department or by the event coordinator.

D. TRAVEL ENTITLEMENTS : For JEC faculty and staff to attend/participate in seminar, workshop and faculty development program conducted by any institute

Grade Pay / AGP of Individual (6 th Pay)	Pay (7% Pay)	Travel by Air	Travel by Train	Travel by Road	Travel by Road up to 100 km (both way) @ Rs. 16.25
Rs. 7600/- and above	12 and above	Economy Class by Air India	AC First Class	Bus	own car or cab/ taxi
Rs. 5400/- to below below Rs.7600/-	9-11		AC-II Class	Bus	own car or cab/ taxi
Rs. 4200/- to below Rs. 5400/-	6-8	Not Eligible	AC-II tier/ AC Chair Car	Bus	own car or cab/ taxi
Below Rs. 4200/-	Below 5	Not Eligible	AC-II tier/ AC Chair Car	Bus	own car or cab/ taxi

E. DAILY ALLOWANCE/TRAVEL ALLOWANCE

For JEC Faculty and Staff

Grade Pay / AGP of Individual (6 th Pay)	Pay level (7 th Pay)	Hotel Charges per day (Max.)	Food bill per day (Max.)	Local Travel within the city (Max.) Per day @16.25/-
Rs. 10000/- and above	14 and above	Rs. 7500/-	Rs. 1200/-	AC Taxi charges upto 50 kms within the city
Rs. 7600/- to below Rs. 10000/-	12-13	Rs. 4500/-	Rs. 1000/-	AC Taxi charges upto 50 kms within the city
Rs. 5400/- to below Rs. 7600/-	9-11	Rs. 2250/-	Rs. 900/-	Non AC Taxi charges upto Rs. 338/- within the city
Below Rs. 4200/- to below Rs. 5400/-	6-8	Rs. 750/-	Rs. 800/-	Non AC Taxi charges upto Rs. 225/- within the city
Below Rs. 4200/-	5 & below	Rs. 450/-	Rs. 500/-	Non AC Taxi charges upto Rs. 113/- within the city

F. HONOURARIUM FOR EXPERTS/SPEAKERS DELIVERING LECTURES IN PROGRAMMES/ATTENDING MEETINGS.

Description	Rates*
Persons from institutions of national importance (like IITs, IISc, NITs, IIMs etc.,) and TEQIP-III Institutions	Rs. 5000/- per day
Persons from industry	Rs. 1000/- per hour Subject to maximum of Rs. 5000/- per day
Persons from Non-TEQIP- III Institutions Principal/ Professor/ Associate Professor	Rs. 1000/- per hour Subject to maximum of Rs. 4000/- per day
Persons from Non-TEQIP-III Institutions Assistant Professor/Contract Faculty	Rs. 750/- per hour Subject to maximum of Rs. 3000/- per day
*Exclusive of local conveyance	

G. TA FOR EXPERTS/SPEAKERS DELIVERING LECTURES IN PROGRAMMES/ ATTENDING MEETINGS:

- **Flight fare (Economy) / AC Bus/ Hired Taxi/ Own Car/ AC 3 Tier Train Fare can be availed.**