

ROAD MAP FOR TEQIP-III



Dibrugarh University Institute of Engineering and
Technology



Each Quarter of TEQIP Consists of Three Months. For proper Implementation of the Project a Quarter is again divided into 5 Sub-Quarters.

- 1.Sub-Quarter 1: Day 1 to Day 10 of the Quarter.
- 2.Sub-Quarter 2: Day11- Day 60 of the Quarter.
- 3.Sub-Quarter 3: Day 61-Day 70 the Quarter.
- 4.Sub-Quarter 4: Day 71-Day 80 of the Quarter.
5. Sub-Quarter 5: Day 81- end of the Quarter.

A. FOR ACADEMIC ACTIVITIES

Sub Quarter 1:

Submission of proposal and Approval for the same must be completed for any kind of Academic Activities like: Conducting Workshop/Seminar/Paper presentation/attending conferences etc.

Sub Quarter 2: Planning and execution and implementation of the Proposed Activity.

Sub Quarter 3: Completion Of the Proposed Event and Submission of Expenditure as well as Detail report for initiation of Payment.

Sub-Quarter 4: Initiation of the Payment from TEQIP cell and Verification of Documentation.

Sub- Quarter 5: Documentation and Analysis of the Ongoing Quarter.

Note:

1. Any refund claimed from TEQIP- must complete within Sub Quarter 3.
2. Only Students are eligible for Claiming Reimbursement till Sub Quarter 4.
3. Faculties/Staff Require Special permission from the Vice chancellor to claim the same if they want to apply after Sub Quarter 3.
4. For conducting Any Event after Sub-Quarter 3, Special Permission for the same must be required from the vice chancellor with proper justification of delay.
5. Planning for all academic activities (Workshop/seminars etc.) must be completed prior to the date of the Programme.

B. Procurement:

Sub Quarter 1:

Submission of proposal and Approval for the same must be completed for any kind of procurement.

Sub Quarter 2:

1. The procurement committee will initiate the approved proposals and Select the method of Procurement.
2. The Procurement committee will assigned a date for tender generation on the basis of method of Procurement.
3. Quotation Evaluation and Comparative analysis and Generation of Purchase Order must be completed before Day 40 of a Quarter. In Special cases the same may be extended up to First 6 days of Sub- Quarter 3 with due permission of the vice-chancellor.
4. The Successful Vendor/Service Provide etc. must have to produce letter of Acceptance within three days of generation of Purchase Order.

Sub-Quarter 3:

1. Delivery of Procured Items of Services along with Installation and Training if needed must be completed within Sub-quarter 3.

2. Claiming of Bill and Submission of Contingency Bill by the Vendor/Service Provider to TEQIP cell must be completed within Sub Quarter 3.

Sub- Quarter 4:

1. Procurement Committee will verify the procured items/Services and issue NOC to TEQIP cell for release of payment to the concerned Vendor/Service Provider.
2. Payment will be initiated.

Sub- Quarter 5:

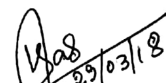
1. Documentation and Analysis of the Ongoing Quarter.

Failure In maintaining this roadmap will not be appraised and this will lead to the cancellation of any Payment/ Refund Claimed from TEQIP-III. In Extreme Conditions Payment/Refund claimed in Sub-Quarter 5 may be processed on the approval of the Honorable Vice chancellor.



Director, DUIET

Dibrugarh University



Coordinator

TEQIP-III, DUIET