

INDIRA GANDHI ENGINEERING COLLEGE,SAGAR (M.P.)
TEQIP-III(1.1)

Date:

To,

The Principal
Indira Gandhi Engineering College
Sagar (M.P.)

Sub: Request for permission to attend event entitled _____ and Financial support for the same under TEQIP III.

Respected Sir,

With refrence to the above subject, the application is herby submitted for your approval to attend event entitled _____ during _____ at _____

_____ under TEQIP III. You are also requested to allow for the financial support towards expenditure as per annexure I (registartion fees and TA/DA expenses) under TEQIP III.

I will submit a brief report about the programme outcome along with proof of participating to the TEQIP office and submit TA/DA claim immidiately after returning from the programme.

Enclosed.

1. Approximate expenditure Details (Annexure I)
2. Programme Brochure

Student Name:
Branch/Year/Semester:
Roll Number

Forwarded by: HOD _____

Recommended by Nodal officer Acdemic _____

Approved by the Principal/ Project Director TEQIP-III _____

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Proposal to attend event entitled.....

1.	Applicant Name/ Branch/Year/Semester/Department:																			
2.	Phone No.s & Email-ID of Applicant:																			
3.	Name of the Event:																			
4.	Organizer and Place of event: Date of Departure : Address during Stay with contact No.: Duration with dates Date of arrival at institute:																			
5.	How this is relevant to the applicant (give benefits to individual and Dept./Institution) :																			
6.	In case of Paper Presentation : Title of the Paper & any other type of event (attach copy of the paper and letter of acceptance)																			
7.	Particulars of the previous events attended Through TEQIP/Institute:(title, Dates of conference, Paper Title, Total Expenses, Funding Source, etc) ..Attach a separate list if necessary.																			
8.	Financial implications: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">S.No.</th> <th style="width: 60%;">Particulars</th> <th style="width: 30%;">Details (Amount in Rs.)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Mode of Travel & Travelling Allowances (TA). Attach tantative travel plan.</td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Participation/Registration Fee</td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td>DA as per TEQIP III norms</td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Any claims other than specified by the norms, specify.</td> <td></td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Total Expected Expenditure</td> <td></td> </tr> </tbody> </table>		S.No.	Particulars	Details (Amount in Rs.)	1.	Mode of Travel & Travelling Allowances (TA). Attach tantative travel plan.		2.	Participation/Registration Fee		3.	DA as per TEQIP III norms		4.	Any claims other than specified by the norms, specify.		5.	Total Expected Expenditure	
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9.	Component as per Action plan Submitted by the Department with brief note:																			

(Name & signature of Event coordinators)

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Certified that the following will be complied with:

- (1) I will submit TA/DA claim immediately after returning from the programme .
- (2) The tour will be undertaken only with the Competent Authority's approval.
- (3) The journey should be carried out through through shortest possible distance.
- (4) All austerity measures like discount on training fee, accommodation etc. will be availed.
- (5) A detailed tour report of the visit, clearly specifying the gains (programme outcome) and an action plan for implementing the feasible activities, will be submitted and along with proof of participating to the TEQIP office.
- (6) The experience is also to be shared with fellow students of the institution.
- (7) If the TA/DA & other facilities are provided by the host institution . I will not claim reimbursement for the same.
I here by undertake to deposit any excess amount/objectionable amount reimbursed to me if found so by Account section /Auditors.

Student Name:
Branch/Year/Semester/
Roll Number

Forwarded by: HOD

Nodal Officer Academic
TEQIP-III(1.1)

Nodal Officer Finance
TEQIP-III(1.1)

Coordinator
TEQIP-III(1.1)

Principal : Approved / Not Approved _____

Accountant TEQIP-III _____

(Office of TEQIP III)

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