ANNEXURE - II
Application for Conducting One week Industrial Workshop
Sponsored by TEQIP-III

Date: / / 

From
Name of the Coordinator(s).................................................................................................
........................................................................................................................................
Department: ........................................................................................................................
National Institute of Technology,
Tiruchirappalli-620015
Mobile No………………..
E-mail…………………….

To
The Director,
National Institute of Technology,
Tiruchirappalli-620015.
Through-HOD and Core committee.

Sub: Requisition for conducting workshop on ...........................................
................................................................................................................................. from
(Starting date) …………………to……………….. (Ending date) - reg.

Respected Sir,

It is propose to organize an industrial workshop on -----------------------------. I/We have enclosed the scope and the budget of the workshop with this application. The estimated budget is Rs.________________(Rupees______________________) The Director may kindly permit to conduct the workshop and I/We assure that the expenses will be incurred as per TEQIP/NITT norms and the bills will be submitted within 10 days after completion of the workshop.

Thanking You

Signature of the Coordinator(s)

Enclosures:
Budget for the Workshop

HOD Nodal officer (Academic) Nodal Officer (Finance)

Dr. P.Asoakan Dean (R&C) TEQIP Coordinator
Chairman, Industry Institute Interaction Cell (III Cell)

DIRECTOR
Enclosure-1

Scope of the Workshop Sponsored by TEQIP-III

a) Title of the Workshop :

b) Objective & Content of the Workshop :

c) Details of the each session & expert lectures:

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<tr>
<th>Sl. No.</th>
<th>Name of the Expert</th>
<th>Designation and Organization</th>
<th>Workshop activity</th>
<th>Date</th>
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Signature of the Coordinator(s) 

Signature of the HOD
Budgetary Proposal for Conducting Industrial Workshop under TEQIP-III

a) Total cost of Course / Workshop Kit : ___________

b) Total cost of Course Material : ___________

c) Total cost for Refreshments
   (Lunch + 2 Snacks +Dinner + Breakfast) : ___________

d) Total accommodation cost
   (For participants alone) : ___________
   (Enclose details)

f) Total TA/DA for external experts as per NITT norms: ___________
   (Enclose details)

g) Total Honorarium for External experts : ___________
   (Enclose details)

h) Miscellaneous : Rs. 5,000/-

TOTAL BUDGET AMOUNT: Rs.___________________________________________

Name and Signature of the Coordinator(s)          Signature of the HOD