

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 with in 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:

Sl. No.	Name of the Expert	Designation and Organization	Workshop activity	Date

Signature of the Coordinator(s)

Signature of the HOD

Enclosure-2

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