**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** **Chairman, Industry Institute Interaction Cell (III Cell)** | **Dean (R&C)** | **TEQIP Coordinator** |
|  |  |  **DIRECTOR** |

**Enclosure-1**

**Scope of the Workshop Sponsored by TEQIP-III**

1. Title of the Workshop :
2. Objective & Content of the Workshop :
3. Details of the each session & expert lectures:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Name of the Expert | Designation and Organization | Workshop activity | Date |
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**Signature of the Coordinator(s) Signature of the HOD**

**Enclosure-2**

**Budgetary Proposal for Conducting Industrial Workshop under TEQIP-III**

1. Total cost of Course / Workshop Kit : \_\_\_\_\_\_\_\_\_\_\_\_
2. Total cost of Course Material : \_\_\_\_\_\_\_\_\_\_\_\_

 c) Total cost for Refreshments

 (Lunch + 2 Snacks +Dinner + Breakfast) : \_\_\_\_\_\_\_\_\_\_\_\_

 d) Total accommodation cost

 (For participants alone) : \_\_\_\_\_\_\_\_\_\_\_\_

 (Enclose details)

1. Total TA/DA for external experts as per NITT norms: \_\_\_\_\_\_\_\_\_\_\_\_

 (Enclose details)

1. Total Honorarium for External experts : \_\_\_\_\_\_\_\_\_\_\_\_

 (Enclose details)

1. Miscellaneous : **Rs. 5,000/-**

**TOTAL BUDGET AMOUNT: Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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