PROPOSAL FOR STUDENTS' TOUR

(for 2nd year BE students)

(To be submitted to Dean, Academic Affairs)

No.						Date	d:		
1.	N	lame and	d designation of t	he O/I Tour:					
2.	(a (k	a) Facult	ical staff:	rs proposed:					
3.	В	udget pr	ovision available	for the propo		:500/- pe QIP-III fu	er student nding)		
4. Estimated expenditure involved as per details given below:(a) Transport expenses (as per attached transport plan) (A)									
	(k	o) No. of	students (B)						
	(0	(c) Cost per student (A/B)							
	(0	(d) Amount payable for DA of accompanying faculty/staff							
		i)	Expenditure on	DA of faculty:	(C)				
	ii) Expenditure on DA of technical staff: (D)iii) Expenditure on DA of attendants if they are from Institute staff: (E)								
		Total Amount chargeable to the recurring grant (C+D+E)							
5.		pecial re rovision:		d of the Depa	rtment if the estimated	d expend	diture excee	eds the budget	
	1) T	OUR PRO	OGRAMME						
	Departure			Mode of Transport	Arrival		Amount (Rs/-)	Industry to be visited	

Place

Date

Time

Place

Transport

Time

Note: Minimum of 3 Indus	tries to be visited								
Note: Minimum of 3 indus	tries to be visited								
2) Advance required	l (Yes/No)								
3) Amount of Advance required (not exceeding 80% of total estimated amount)									
		Signature of O/I	Tours						
Details of O/I Tours (if a	dvance required)								
Name:		Father/ Husband Name:							
Date of Birth (DD/MM/YYY	Y)	Aadhaar Number:							
PAN Number:		Address 1:							
City:		District:							
State:		Pin Code:							
Country:		Name of the Department:							
Mobile No:		Email ID:							
Bank Name:		Account No:							
IFSC Code:		Name of Class/Group of Students:							
No. of students:		Date of proceeding on tour							
Purpose of tour etc:									

Signature of the Head of the Department

Enclosures:

- 1. List of students to go on tour (along with addresses and telephone numbers)
- 2. Case for approval of transport
- 3. Requisition for advance of money

Remarks by DSA		
No objection to the proposal		
	Dean of Students' Affairs	
Approval of Dean Academics Affairs		
	Approved/Not Approved	
Associate Dean UG		Dean Academics Affairs
Financial approvals		
	Coordinator (TEQIP-III)	