

PERFORMA FOR INDUSTRIAL TOUR
(for B.TECH 2ND YEAR STUDENTS)
(To be submitted in Academic Section)

No. _____

Dated: _____

1. Name and designation of the O/I Tour:
2. Other faculty/staff members proposed:
 - (a) Faculty:
 - (b) Technical staff:
 - (c) Attendants:
3. Budget provision available for the proposed tour:
 Rs. 2500 per student (TEQIP-III Funding), if available
 Rs. 1200 per student (Institute Funding)
4. Estimated expenditure involved as per details given below:
 - (a) Transport expenses (as per attached transport plan) (A)
 - (b) No. of students (B)
 - (c) Cost per student (A/B)
 - (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. Special remarks of the Head of the Department if the estimated expenditure exceeds the budget provision:

6.

1) TOUR PROGRAMME

Departure			Mode of Transport	Arrival			Amount (Rs/-)	Industry to be visited
Place	Transport	Time		Place	Date	Time		

Note: Minimum of 3 Industries to be visited

2) Advance required (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 advance required)

Name:	Father/ Husband Name:
Date of Birth (DD/MM/YYYY)	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)/Deputy Director

-----End of form-----

(Associate Dean (UG))

Dean Academic Affairs

Coordinator (TEQIP-III)