

Dr.Mahalingam College of Engineering and Technology, Pollachi -03

(An Autonomous Institution)

Extramural Seminar
Grant-FORM 3

Office of Dean Research and Innovation

APPROVAL FORM FOR CONDUCTION OF SPONSORED SEMINAR/FDP/WORKSHOP etc –

EXTRAMURAL FUNDING

Date: _____

A. Coordinator & Event Details		
1.	Title of FDP/Workshop/FDP etc	
2.	Funding Agency	
3.	Name of the Scheme	
4.	National /International Programme	
5.	Name & Designation of Coordinator	
6.	Name & Designation of Co-Coordinators	
7.	Duration of Programme	
8.	Amount received from funding agency (Rs.)	
9.	Sanctioned date and letter No.	Date: Letter No.:

B. Resource Person Details			
S.No	Name of the Resource Person	Designation, Department & Institution	Contact Number and Mail ID
1.			
2.			
3.			

C. Outcome of the Programme
At the end of this Programme the participants will be able to: 1. 2. 3.

D. Details of Participants			
	Students	Faculty	Industry Person
Internal Participants			NA
External Participants			

E. BUDGET FOR THE PROGRAMME**E1. TOTAL INCOME GENERATION:**

Sanctioned Amount (Rs.)	Income generated through Registration Fee (Rs.)	Any other income (if any)	Total Income(Rs.) (E1)

E2. TOTAL EXPENDITURE:

S.No.	Name of the item	Quantity /Person	Rate/Unit	Total Cost (Rs.) (E2)	Mode of arrangement/ Remarks	Amount by Funding agency / Management Contribution
1						
2						
3						
Total						

Total income generated (Rs.) E1	Total Expenditure (Rs.) E2	Management contribution over and above (Rs.) E1-E2

Particulars	Details of account in which amount released by the agency	Amount Sanctioned (Rs.)	Available amount in the account (Rs.)	Management contribution for conduction of programme if any (Rs.)	Now requested (Rs.)
Title of the programme as per sanctioned order					

Budget details - Management contribution (Budget for the FY 20_ to 20_ (Phase –I/II)

Particulars	Proposed Budget Rs.	Actual Spent till date Rs.	Available budget Rs.	Now requested Rs.
2.Seminar, Conference, Training : (a) Management contribution of expenses over and above the income through registration fee and Sponsorship for Organizing Seminar/ Workshop / Conference etc.,				

We request your approval for the conduction of the above programme.

Encl:

- a) Brochure
- b) Detailed schedule
- c) Screenshot proof after uploading the brochure in the MCET website.

Coordinators

Budget Coordinator

HoD

Dean R&I

Vice Principal

Principal

Joint Secretary

Secretary