



ASSAM ENGINEERING COLLEGE

FORM-5

GUWAHATI, JALUKBARI – 781 013

PROJECT: TEQIP-III

PROPOSAL FORM

FORM-5: APPLICATION FOR ORGANISING AN EVENT UNDER TEQIP-III

INFORMATION DETAILS		
NATURE OF EVENT	Short Term Course / Workshop/Seminar/Symposium/ Others.....	
Name /Title of the Event (IN BLOCK LETTERS)		
Department		
Duration	From:.....to.....	
Brief Description	Use separate page	
Initial Plan/Breakup of topics/sessions/Schedule	Use separate page	
Brief description of Pedagogy/Edu Tech/Teach Quality Related session incorporated	Use separate page	
Budget Estimate (₹)		
Honorarium to experts	(₹).....	
TA/DA to experts	(₹).....	
Refreshment	(₹).....	
Registration Kit	(₹).....	
Brochure	(₹).....	
Certificates	(₹).....	
Miscellaneous Expenditure	(₹).....	
TOTAL	(₹).....	
List of AEC resource persons planned	Use separate sheet	
List of external resource persons planned	Use separate sheet	
Tentative Registration Fees details	Use separate sheet	
Name of Coordinator(s) of the event		
Coordinator(s) (Signature)	Deptt. TEQIP Coordinator (Signature)	Forwarded Head of Department (Signature)
TEQIP-III OFFICE USE ONLY		
Please Circle the appropriate one in Approved/Not Approved, if not approved please provide remarks below		
Approved / Not Approved Nodal Officer-Academic (Signature)	Approved / Not Approved Nodal Officer-Finance (Signature)	Approved / Not Approved Coordinator TEQIP-III (Signature)
Remarks if not approved:		
Sanction No.	AEC/TEQIP-III/ DATED:.....	
Approval Letter sent to HOD of Department:	DATE:	
Important Note:	<ol style="list-style-type: none"> 1. This form is to be submitted along with request for expenditure (FORM 4) 2. Expenditure should be settled within 10 days after completion of the event 3. Expenditure voucher (FORM 6) form is to be submitted during settlement. 4. FORM 2, duly filled in has to be submitted during settlement. 	Permitted (Yes / No) Principal