



ASSAM ENGINEERING COLLEGE

FORM-8

GUWAHATI, JALUKBARI – 781 013

PROJECT: TEQIP-III

PROPOSAL

PROPOSAL TO ATTEND CONFERENCE/ WORKSHOP/ SEMINAR / FDP

Dated:.....

Name of participant :

Designation :

Department :

Title of the Programme/ event :

Organised by :

Duration of the Programme/event :

(Specify date(s))

Budget for the Programme/ event : ₹.....

- Registration fee : ₹.....
- Travel : ₹.....
- Accommodation : ₹.....
- Food : ₹.....
- Local Conveyance : ₹.....

Total ₹.....

Participant (Signature)	Deptt. TEQIP Coordinator (Signature)	Forwarded Head of Department (Signature)
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Undertaking

I Dr/Mr/Ms.....hereby do commit that I will deliver the knowledge acquired in the above programme to my fellow colleagues in the institute and students. I am also willing to be identified as a resource person in any FDP/Workshop/Conference/Seminar/Expert Talk that the institute may organise on the topic that I have attended.

(Signature of participant)

TEQIP-III OFFICE USE

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)
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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, AEC
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