

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING KANCHEEPURAM
REQUISITION FORM FOR ORGANISING CONFERENCE/WORSHOP/STTP

1. Name of the Faculty organizer :
2. Title of the event :
3. Short Name of the event for Online payment collection:
4. Type of Participants / Funding 4(a) **Online / Offline / Hybrid Mode (Tick appropriate)**
☐ Sponsorship ☐ faculty ☐ student ☐ Support from Govt. / Institutions ☐ Others (SERB etc).....
5. Period of the event: From _____ To _____ No. of days:

6. Proposed Receipts:

Description	Amount per person	Overhead 15% of (A)	Total (A+B)	GST 18% extra (C)	Total per person (A+B+D)	Anticipated number of persons	Total Amount (E X F)
	(A)	(B)	(C)	(D)	(E)	(F)	(G)
Registration fee							
Faculty :							
Student							
Sponsorship							
Support from Govt/ Institutions (SERB etc)	NOT APPLICABLE						
Others							
1. SSR Head of Project	NOT APPLICABLE						
2.							
TOTAL							

7. Proposed Expenses:

Sl. No.	Budget Head Description	Amount (in Rs.)
1.	Conference Materials / Kit	
2.	Honorarium to expert member/speakers/co-coordinator	
3.	Travel/Boarding & Lodging	
4.	Administrative Expenses	
5.	GST Remittance 18% (Total of Column D x F)	
6.	Institute Overhead 15% (Total of Column B x F)	
4.	Others	
	a) Food	
	b) Hostel / Guest House Accommodation	
	Total	

Date :

Signature of coordinator(s)

Recommendation of Head of Department

Signature

Remarks by Chief Warden / Dean(SA)

Signature

DII&CE Office

Remarks of AR(Accounts)

Signature

Signature

Recommendations by Dean(DII&CE)

Signature

Recommendation by Registrar

IAO

Signature

Approved/Not Approved

Director

For Office Use (DII&CE)

Office order No:

Date:

Dean(DII&CE)

Copy of office order forwarded through email to

1. Administration
2. Faculty concerned
3. Director Office – For Information
4. Hostel Office – For booking of Guest House / Hostel Accommodation

Note :

1. This form has to be submitted at least one month in advance for approval of competent authority
2. For creation for SBI e-collect for registration of participants, following chart may be included in brochure: <https://www.onlinesbi.com/sbicollect> (SBI e collect - Tamil Nadu-Educational Institute-IIITDM Educational Event-STTP (Name of event)- Category (Faculty/Student/Industrialist)-pay and share the brochure to Dean(DII&CE) & Office for getting uploaded on website.