

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING KANCHEEPURAM**  
**REQUESTION FORM FOR ORGANISING WORKSHOP UNDER SSR HEAD OF SPONSORED PROJECT**

1. Name of the Faculty organizer :
2. Title of the event :
3. Short Name of the event :
4. Type of Participants **Online / Offline Mode (Tick appropriate)**
5. Period of the event: From \_\_\_\_\_ To \_\_\_\_\_ No. of days: \_\_\_\_\_
6. Name of Sponsored Project Funding Agency Name: \_\_\_\_\_
7. **Source of Income: SSR HEAD OF SPONSORED PROJECT – TOTAL AMOUNT: Rs. \_\_\_\_\_**

**8. Proposed Expenses:**

| Sl. No. | Budget Head Description               | Amount (in Rs.) |
|---------|---------------------------------------|-----------------|
| 1.      | Workshop Materials / Kit              |                 |
| 2.      | Honorarium to expert member/speakers  |                 |
| 3.      | Travel/Boarding & Lodging             |                 |
| 4.      | Administrative Expenses               |                 |
| 5.      | Others                                |                 |
|         | a) Food                               |                 |
|         | b) Hostel / Guest House Accommodation |                 |
|         |                                       |                 |
|         | <b>Total</b>                          |                 |

**Date :** \_\_\_\_\_ **Signature of Project P.I** \_\_\_\_\_

**Recommendation of Head of Department**

**Signature**

**Remarks by Chief Warden** \_\_\_\_\_ **Dean(SA)** \_\_\_\_\_

\_\_\_\_\_  
**Signature** **Signature**

**SRIC Office** \_\_\_\_\_ **Recommendation of AR(SRIC)**

**Fund available under SSR Head Rs. \_\_\_\_\_**

**DA Signature** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Recommendations by Dean(SR)**

**Signature**

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**Recommendation by Registrar**

**Signature**

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**Approved/Not Approved**

**Director**

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**For Office Use (SRIC)**

**Office order No:**

**Date:**

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**Copy of office order forwarded through email to**

1. Administration
2. PI 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. Share the brochure to Dean(SR) & SRIC Office for getting uploaded on website.