

Form: AA18

INDIAN INSTITUTE OF INFORMATION  
TECHNOLOGY, DESIGN AND  
MANUFACTURING, KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना  
एव विनिर्माण संस्थान, कांचीपुरम

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OFFICE OF ACADEMIC AFFAIRS

F. No: IIITDM/Acad/Fin-Support-Student-Project/10/10

Date:

**PROFORMA FOR GRANT OF FINANCIAL SUPPORT TOWARDS PROCUREMENT OF  
MATERIALS & CHARACTERIZATION PERFORMING OUTSIDE THE INSTITUTE  
(FOR RESEARCH / PROJECT PURPOSE)**

1. DETAILS OF THE STUDENT:

Name of the Student / Scholar	
Roll Number	
Date of Joining	
Programme	
Department	
Category of Admission (for PhD scholars)	
CGPA (Attach grade sheet) for UG / PG	

2. DETAILS OF PROCUREMENT:

1.	Type & quantity of materials to be procured	
2.	Total value of materials to be procured (Attach a detailed list of materials)	
3.	Details of measurement/characterization to be performed outside the Institute.	
4.	Cost of measurement/ characterization to be performed outside the Institute.	
5.	Venue/lab of organization where the measurement/characterization to be performed.	
6.	Proposed Supplier/Contact Personnel for measurement (with Postal & E mail address & Contact No.) (Attach three quotes from supplier/organization with characterization facility)	
7.	Details of financial support received, if any earlier	

- I certify that specifications are complete and correct to meet the requirements fully.
- Further it is certified that the above materials are not available in the department / in sufficient quantity are not available in the department.

Signature of the Student

Recommendation

Certified that the above consumables/ materials/characterization measurement facility is not available in the Institute & hence the procurement of above materials/ performing the above characterization outside the Institute is recommended.

Faculty Advisor / Guide

HoD

Head ICC/Head IIC

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(For office use)

Recommendation and approval

Taking into account the recommendation of the HoD and fulfillment of other norms, the student may be permitted to procure the list of materials with Institute support amounting to Rs.\_\_\_\_\_. The student is required to maintain record for procurement / utilization of materials duly vetted by his guide / HoD.

AR/JR/DR (Acad.)

Dean (Acad.)

AR (Acct.)

Registrar

Director

Forwarded to accounts section on\_\_\_\_\_