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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
(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:

Total value of materials to be procured (Attach a detailed list of materials)	:	
Proposed Supplier (with Postal & E mail address) (Attach three quotes from reputed supplier)	:	
Justification for procurement	:	
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 of the

Faculty Advisor / Guide

HoD

(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 (Acad.)

Dean (Acad.)

AR (Acct.)

Registrar

Director

Forwarded to accounts section on_____