

**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 )
<b>Registration fee</b>							
Faculty :							
Student							
Sponsorship							
Support from Govt/ Institutions (SERB etc)	<b>NOT APPLICABLE</b>						
Others							
1. SSR Head of Project	<b>NOT APPLICABLE</b>						
2.							
<b>TOTAL</b>							

**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% ( <b>Total of Column D x F</b> )	
6.	Institute Overhead 15% ( <b>Total of Column B x F</b> )	
4.	Others	
	a) Food	
	b) Hostel / Guest House Accommodation	
	<b>Total</b>	

**Date :** \_\_\_\_\_

**Signature of coordinator(s)** \_\_\_\_\_

**Recommendation of Head of Department**

Signature

Remarks by Chief Warden / Dean(SA )

Signature

SRICCE Office

Remarks of AR(Sricce)

Signature

Signature

Recommendations by Dean(SR)

Signature

Recommendation by Registrar

IAO

Signature

Approved/Not Approved

Director

For Office Use (SRICCE)

Office order No:

Date:

Dean(SR)

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(SR) & SRICCE Office for getting uploaded on website.