

<b>Ref. No.:</b> _____ (To be filled at TEQIP Office)	Date: _____
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	<p><b>BIRLA VISHVAKARMA MAHAVIDYALAYA (BVM) ENGINEERING COLLEGE</b>  <b>VALLABH VIDYANAGAR -388120, GUJARAT, INDIA</b>  <b>TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME FUNDS</b>  <b>(TEQIP FUNDS)</b>  <b>Claim Form For Attending Workshops, Technology Exhibitions, Publications In</b>  <b>National</b>  <b>/ International Conferences /Tech Fest participation (for GIA Students)</b></p>
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<b>Name :</b>	<b>Year:</b>
Enrollment No./Student ID No :	Date of Birth (DD/MM/YYYY):
Category :	
PAN:	City:
Address :	State:
District:	Email:
Mobile No:	Full Account No:
Bank Name:	Bank Branch and IFSC Code :
Event Name (description in brief):	
Ref. No. and date of Approval of Proposal (attach a copy): Also attach a copy of office order	

Sr.No	Particulars	Amount (INR)	Maximum permissible Amount (INR) (office use only)	Remarks (if any)
1	Total of TA (As per details overleaf)			
2	Registration Fees			
3	Dormitory /Hostel Charges			
4	Food Bills			
5				
	Total			

- I hereby submit a brief report (Hard Copy & Email) indicating the outcomes of the above event.
- The full length paper for the above mentioned event is also enclosed. (where applicable)
- Photocopy of certificate of participation and paper presentation are attached herewith.

Signature of Applicant: \_\_\_\_\_ (Submit completed form to the BVM office.)

Approved by Department Faculty Counsellor (Name & Sign) \_\_\_\_\_

Signature of HOD : \_\_\_\_\_, ( verified that the utilization of the fund is as per TEQIP Funds norms & approval taken)

-----X----- X ----- X -----

Student Activity Officer TEQIP Funds (Name & Signature): \_\_\_\_\_

Academics Officer TEQIP Funds (Name & Signature): \_\_\_\_\_

-----X----- X ----- X -----

Passed for amount (INR): \_\_\_\_\_ (Rupees \_\_\_\_\_)

Sign of OSD/ Account, TEQIP Office: \_\_\_\_\_ Finance Officer, TEQIP Funds, BVM: \_\_\_\_\_

Principal, BVM: \_\_\_\_\_

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**Details of TA & DA**

<b><u>Details of Expenses</u></b>								
<b>A. Travel Expenses</b>								
Departure			Arrival			Kind of journey i.e. by Bus, Rail, etc.	Distance in km	Fare Paid (Rs.)
Station	Date	Hours	Station	Date	Hours			
<b>TOTAL (A)</b>								
<b>B. Food Bills</b>								
Sr. No.	Date	Bill No.	Amount (Rs.)	Remarks				
<b>Total (B)</b>								
<b>C. Dormitory /Hostel Charges</b>								
Sr. No.	Date	Bill No.	Amount (Rs.)	Remarks				
<b>Total (C)</b>								
<b>Total of Amount ( A + B + C )=</b>								

**Note:**

1. Registration Fee Receipts (Original), Tickets (Including Train, Bus etc.), fare receipts of auto, and bill of dormitory /hostel charges & food charges are to be submitted along with this. All photocopies need to be self-attested by the applicant. All small sized bills/receipts to be pasted on a plain A4 size paper.
2. Travel Allowance (TA) \_\_\_\_\_ (for To & Fro one journey only) is admissible.

Dated signature of applicant: \_\_\_\_\_ Sign of OSD/ Account, BVM Office: \_\_\_\_\_