Industrial Visit Claim Form

Date: _____

BIRLA VISHVAKARMA MAHAVIDYALAYA (BVM) ENGINEERING COLLEGE
VALLABH VIDYANAGAR -388120, GUJARAT, INDIA
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME FUNDS
(TEQIP FUNDS)

Claim Form for Conducting Industry Visits for Students

Reference No. :_____	**Department:**
Name and Address of the Industry visited:	
Arranged for students of***:**	
Total Number of students:	
Faculty coordinator(s) from BVM: Name(s) of the accompanying faculty member(s):	
Name & Designation of Corresponding person at the Industry (if any):	
Day & Date of the tour:	

*****Mention the level (1st to 4th) and discipline(s) of students. Also mention if arranged specially for SC/ST/OBC/Girls.

Transportation charges for industrial visit (₹)	
Insurance details and premium Rs. (As per AICTE guidelines)	
Other expenditure like toll and daily allowance etc	
Total Claim (₹)	

Dated Signature of the Faculty Coordinator(s):

Industry visit report and student attendance list are to be submitted along with this claim form. The Report should be based on the feedback collected from the students.

Forwarded and Recommended Dated Signature of the Head of the Department	Academic officer, TEQIP Funds
Signature of Coordinator, TEQIP Funds	**Budgetary provision is checked.** Signature of Finance Officer, TEQIP-Funds Signature of the OSD

Approved / Not Approved

Principal, BVM Engineering College

Received Rs. _____(in words Rs. _____)
PAYMENT ADVICE NUMBER_____dated _____
_____as final claim.

Original to be kept at TEQIP Office

Copy to:(1) Applicant (2) Finance Officer

Dated Signature of Faculty Coordinator(s)