Reimbursement form for Special Incentives [5 & 7]

Instructions: 1) All entries should be computerized 2) Strikeout which is not applicable 3) Follow guidelines

**Academic Year**

1. Applicant’s Details:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Department**  | **ME** | **EE** | **ET** | **CS**  | **EMT** | **FY** | **MBA** |
|  **Applicant's Name Bold (Surname First):**  |  **Mobile No:** |
|  **Designation:** |  **Student-Semester:** |  **Email ID:** |
|  **No. of times Incentive is claimed under this category during current academic year?** | **00** | **01** | **02** |

2. Event particulars:

|  |  |
| --- | --- |
| **1. Professional Membership [5.1]** | **Name of Professional Society:** |
| **ISTE membership No:**  | **Domain -->** |
| **Membership fee Rs.** | **Claimed Rs.** | **Documents-payment Receipt**  |
| **2. International Level award I, II, III Prize [7.1, 7.2, 7.3]** | **Name of award:** | **Authority:** |
| **Date of Award:**  | **Prize**  | **I** | **II** | **III** | **Documents-Certificate from Authority** |
| **3. National Level award I, II, III Prize [7.4, 7.5, 7.6]** | **Name of award:** | **Authority:** |
| **Date of Award:** | **Prize**  | **I** | **II** | **III** | **Documents-Certificate from Authority** |
| **4. State Level award [7.7]** | **Name of award:** | **Authority:** |
| **Date of Award:** | **Documents-Certificate from Authority** |
| **5. Convener of I/N Conference**  **Organized in the Institute [7.8]**  | **Was it SCOPUS/UGC?** | **Dates** | **Offline/online** |
| **Theme:** | **Documents-Office order** |
| **6. Co-Ordinator of STTP/QIP/FDP**  **organized in Institute minimum**  **six days. [7.9]** | **Title:** |
| **Dates From To** | **Total No. of participants:**  |
| **No. of External participants**  | **Attach office order**  |
| **7. Chairing Technical Session of International Conference at any place [7.10]** | **Title of Conference**  |
| **Institute** | **Date** |
| **Documents 1) Attendance certificate. 2. Approval for duty leave**  |
| **8. Invited as Keynote Speaker in International Conference in India [7.1]** | **Title of Conference**  |
| **Institute** | **Date** |
| **Documents 1) Attendance certificate. 2. Approval for duty leave**  |
| **9. In-house Resource Person for** **STTP/FDP/Seminar/Workshop [7.12]** | **Title:** |
| **Topic Delivered:**  |
| **Date:** | **Documents: Certificate form to Convener of Program**  |
| **10. Developed MOOC [7.13]** | **Title:** | **AICTE/UGC/NPTEL/ Approved**  |
| **Institution affiliation:**  | **Documents-Link for the course**  |
| **11. Book / Book Chapter [2.1]** | **Title:** | **Domain** | **ISBN** |
| **Publisher:** | **First Author- Yes/No.** |
| **Article Link**  | **Documents: 1. Copy of Book 2. Pre-Approval**  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **12. National award as mentor [7.14]** | **Smart India**  | **Hackathon** | **Toyathon**  | **Chattrasena** | **Incubation** |
| **Entrepreneurship**  | **Start-up**  | **Innovation** | **Document: Certificate from Authority**  |

|  |  |  |
| --- | --- | --- |
| **Authority** | **Comment**  | **Dated Signature**  |
| **Departmental Activity In-charge**  | **All details are filled in. Documents attached.** |  |
| **Head of the Department**  | **Claim may be please be approved**  |  |
| **Institute Level Activity In-charge** | **Verified details. Amount may be sanctioned.**  |  |
| **Principal** | **Approved**  |  |
| **CED** | **Recommended for payment of Rs** |  |

 For office use:

**5. For Accountant:**

 **Bank: Cheque No: Date: Amount:**

 **Sea \*\*\***