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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | ***CEP DISBURSEMENT*** | |  | | | | |  | |  | | |  |  | | |  |
| ***INDIAN INSTITUTE OF TECHNOLOGY INDORE*** | | | | | | | | | | | | | | | | | |
| ***CEP DISBURSEMENT FORM II*** | | | | | | | | | | | | | | | | | |
| ***S.N.*** | ***Particulars*** | | | ***Details*** | | | | | | | | | | | | | |
| *1* | ***Name Of Coordinator(s)*** | | |  | | | | | | | | | | | | | |
| *2* | ***CEP No.*** | | |  | | | | | | | | | | | | | |
| *3* | ***Course Title*** | | |  | | |  |  | | |  | | |  | | |  |
| *4* | ***Duration of the Course with dates*** | | |  | | |  |  | | |  | | |  | | |  |
| *5* | **Number of Participants (Attach list)** | | |  | | | | | | | | | | | | | |
| *6* | **Date of receipt of final payment/completion of course whichever is later** | | |  | | | | | | | | | | | | | |
| 7 | ***Particulars*** | | | | | | | | | | | | | ***Amount `*** | | | |
| A | **Total Course Revenue (Excluding Service Tax)** | | | | | | | | | | | | |  | | | |
| B | **Expenditure incurred (Please attach reimbursement/advance settlement form with relevant documents for each reimbursement)** | | | | | ***Amount `*** | | | | | | | |  | | | |
| a | **Institute Over Heads (30% of A)** | | | |  | | | | | | | |
| b | **Printing & Stationary** | | | |  | | | | | | | |
| c | **Lodging & Boarding** | | | |  | | | | | | | |
| d | **Transportation** | | | |  | | | | | | | |
| e | **Consumables** | | | |  | | | | | | | |
| f | **Books** | | | |  | | | | | | | |
| g | **Equipment** | | | |  | | | | | | | |
| h | **Others (mention type of Expenditure)** | | | |  | | |  | | | |  | | | | |
| i | **Teaching Honorarium (Attach list of faculty with No. of Lectures taken and Rate Per Lecture** | | | |  | | | | | | | |  | | | |
| j | **Coordinator's Honorarium (mention ratio of division if more than one co-ordinator - limited to 10% of A)** | | | |  | | | | | | | |
| k | **Others (Mention type of Expenditure)** | | | |  | | | | | | | |
|  | **Total (B)** | | | | | | | | | | | |  | | | |
| **Note: A & B should be equal** | | | | | | | | | | | | | | | | |
|  | **Submissions attached:** | | |  | | |  |  | | |  | | |  | | |  |
|  | 1. In case of PG level courses attendance and the marks record with grade report | | | | | | | | | | | | |  | | |  |
|  | 2. Soft copy of course material in PDF on CD/DVD/Email | | | | | | |  | | |  | | |  | | |  |
|  | 3. If Certificate of Proficiency is to be given: details of screening process, no. of instruction hours, nature of evaluations, examination conducted and performance gradation. | | | | | | | | | | | | | | | | |
|  |
|  |  |  |  |  | | | **Signature of Coordinator with date** | | | | | | | | | | |
|  | **FOR USE OF DEAN R & D OFFICE** | | | | | | | | | | | | | | | | |
|  | **Remarks:** | |  |  | | |  |  | | |  | | |  | | |  |
|  |  |  |  |  | | |  |  | | |  | | |  | | |  |
|  |  |  |  |  | | | **Signature of Dean R&D with date** | | | | | | | | | | |