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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** |