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| **No.** | **PARTICULARS (To be filled by the coordinator)** | **REMARKS** |
| **1** | Title of the event |  |
| **2** | Organized by |  |
| **3** | Covering letter from respective department (Annexure-) |  |
| **4** | CV of the organizers also attach list of research publications and research area (Annexure-) |  |
| **5** | Schedule of the event alongwith tentative brochure (Annex-) |  |
| **6** | Detail of the events already organized by the concerned or in the pipeline(whose approval has been obtained) (Annexure-) |  |
| **7** | Total budget with break-ups(Annexure-) |  |
| **8** | Objectives (Annexure-) |  |
| **9** | TEQIP-II project head under which the activity is planned (see table 1) |  |
| **10** | Specific linkage with project outcomes and its relevance to TEQIP-II  (Annexure-) |  |
| **11** | Proposal submitted in consonance with TNA: **YES/No**  If NO then please comments and verified by HOD (Annexure-) |  |
| **12** | Total No. of Expected participants |  |
| **13** | Name of Experts with Designation and Qualification (Annexure-) |  |
| **14** | CV and consent from the experts (annexure-) |  |
| **15** | Declaration from participation’s linkage with TNA (Annexure-) |  |
| **16** | Signature of the concerned faculty/coordinator with date |  |
| **17** | Recommended/ Not recommended by HOD  Signature (with seal) of the HOD | |

**For office use**

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| Clerk TEQIP-II (For Checking the details at Sr No. 6 are in order/not in order and whether all the necessary documents are attached) | Nodal Officer (Acad) |
| Nodal officer (Finance) (for budgetary provisions) | TEQIP-II Coordinator |
| May approve please and may give permission for issuing of office order please  **Director** | |

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| Nodal Officer (Acad)  (For office order) | Clerk TEQIP-II |