UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANJAB UNIVERSITY, CHANDIGARH

FORM–2: INDUSTRIAL VISIT PROPOSAL

Organizing Department: _____
Faculty/Teacher Incharge: _____
Name of the Event: _____
Date & Time: _____

Venue: **Within Panjab University / Outside Panjab University**

Name of the Venue _____
_____

Expected Participation: Students: _____ Faculty/Staff/Guests: _____

Mode of Travel _____

Transport Provider, if any _____

Estimated Distance / Duration _____

Total expected expenditure as per approved budget of UTECHNOS. _____

Declaration: I hereby declare that I have read and understood all the points, terms and conditions of the UTECHNOS Fund Policy and undertake to strictly comply with the same. I understand that any violation of the prescribed policy may result in withdrawal/recovery of the financial assistance and the concerned organizing team/persons shall be responsible for the same.

I will be responsible for submission of report of the event/ activity.

Signature of Student coordinator
Name: _____ Roll No.: _____ class : _____
Mobile no. _____

The information furnished above is correct to best of my knowledge and I approve the same.

Signature Teacher Incharge

Coordinator

UTECHNOS Incharge **Director**

Mandatory Enclosures

Document / Requirement	Attached (✓)
Invitation / confirmation from industry, wherever applicable	☐
Detailed itinerary	☐
List of participating students signed by teacher incharge	☐
Consent / undertaking of students and parents, where required	☐
Faculty in-charge and emergency contact details	☐
Transport quotation / supporting estimate, where applicable	☐
Safety / risk assessment and medical arrangements, where applicable	☐

General instructions: No expenditure should be incurred before the required approvals are obtained. The sanctioned amount shall be used only for the approved purpose. Original bills/invoices, attendance/participation records and a completion report shall be submitted for adjustment.