UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANJAB UNIVERSITY, CHANDIGARH

FORM–3: EXPERT TALK/ ALUMNI TALK

Organizing Committee: _____
Faculty/Teacher Incharge: _____
Title of Lecture / Talk _____
Date & Time: _____

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

Name of the Venue _____
_____

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

Funds Required from UTECHNOS

Registration _____
Booking _____
Travel _____
Food _____
other _____
_____
_____
Honorarium _____

or Attach list

Total expected expenditure as per approved budget of UTECHNOS. _____

Other Source of Funds, if any

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 convenor with date
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 (if applicable)

UTECHNOS Incharge **Director**

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.