# UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY
# PANJAB UNIVERSITY, CHANDIGARH

## FORM–5: PARTICIPATION IN OUTSTATION EVENTS

**Participating Committee**

☐ Art & Literary Committee
☐ Alumni relation Committee
☐ Training & Placement Committee
☐ Technical Committee
☐ Cultural Committee
☐ Sports Committee
☐ Brand Promotion Committee

**Participating Sub Committee:** _____
**Faculty/Teacher Incharge:** _____
**Name of the Event:** _____
**Date & Time:** _____

**Venue:** **Within Panjab University / Outside Panjab University**
**Name of the Venue** _____
_____

**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**

## Mandatory Enclosures

| Document / Requirement | Attached (✓) |
|---|---|
| Invitation / confirmation from the concerned organization | ☐ |
| 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 | ☐ |

***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.***