

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
SAMANTAPURI, BHUBANESWAR-751 013

FINAL REPORT ON SHORT TERM COURSE AND
PAYMENT OF COORDINATOR(S) FEE

1. Course ID : _____
(Given in the approval order of the course, issued from our office)
2. Title of the Course : _____

3. (a) Principal Coordinator : _____ EC _____
(b) Coordinator : _____
4. Department/Centre : _____
5. Duration of the Course : From _____ to _____
6. Total no. of participants: _____
(List of participants enclosed)
7. Total Receipts : Rs. _____

From Course fee : Rs. _____ From Sponsors : Rs. _____

From other sources : Rs. _____

8. Expenses :
- | | |
|--|------------------|
| (a) Remuneration to Teachers and others | : Rs..... |
| (b) Course Material, Travel and other expenses | : Rs..... |
| (c) Board, lodging and Travel of participants | : Rs. |
| (d) Payment to departmental operating grant | : Rs..... |
| (e) CEP Contribution | : Rs..... |
| Sub-total : | : Rs..... |
| (f) Coordinators' fee claimed : | |
| (i) Principal Coordinator | : Rs..... |
| (ii) Coordinator | : Rs..... |

Grand Total : Rs.....

- Encl: (a) Procurement cum stock register.
(b) List of participants
© Copy of course notes.

Copy to : Head _____ Deptt/ Centre

Principal Coordinator

Payment of coordinator's fee approved.

Dean(CE)

