

DOCUMENTS REQUIRED

- 1. Documents required at the time of submitting proposal**
 - 1.1 Acceptance letter from the organizers of the conference**
 - 1.2 Copy of the Technical paper accepted**
 - 1.3 Copy of the brochure of the Conference showing the details of registration fee**
 - 1.4 Activity Report showing the activities of faculty member for the college other than teaching**
 - 1.5 Copy of the Journal paper published**
 - 1.6 Copy of the details of external funded project**

- 2. Documents required for settling of accounts**
 - 4.1. Travelling Allowance bill (Form TR 47)**
 - 4.2. Original Receipt for the payment of Registration Fee**
 - 4.3. Original Air ticket**
 - 4.4. Original Bill for Hotel**
 - 4.5. Journey sanction from Government**
 - 4.6. Original Bills for local transport**