

## **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 Details of Outside funded project**
  - 1.6 Copy of one Paper published in an International Conference**
  
- 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 if the journey is by air**
  - 4.4. Original Bill for Hotel**
  - 4.5. Original Bills for local transport**