

FORM 16

For organizing meeting under TEQIP-III

1. Name /Title of the Meeting : _____
2. Purpose : _____
3. Organized by : _____
4. Place : _____
5. Date: _____
6. Name of the coordinator : _____
7. Expenditure: (Please refer to "Expenditure Estimate Table" under "Documents & Guidelines")

Sl No.	Item	Amount
1		
2		
3		
4		
	TOTAL	

8. Number of persons present in the meeting : (attached separate signature sheet):

*****At least one photo graph of the meeting must be submitted along with this form.

Forwarded by :

Signature of Coordinator(s) of meeting

Name : _____

Date: _____

Signature of HOD/HOC

Name: _____

Date: _____

For use at JEC-TEQIP office

Received on _____ at JEC-TEQIP office.

Forwarded to Principal for approval.

Signature (Coordinator, JEC-TEQIP)

Approved

Not Approved

Principal, Jorhat Engineering College