

Approval Mechanism for student's participation in different activities outside KIET

Before Participation

Step 1

Student/Entire team has to take approval from Club Coordinator/Faculty Coordinator on the request application.

Step 2

The student/team has to attach the dually filled attendance form along with the request application and get the approval/signature of respective Head of Department.

Step 3

Once the form is filled and signed, the student needs to submit it to the office of Dean SW before participation in the event.

After Participation

Step 4

After participation from the event the following documents must be submitted to office of Dean SW so that the team will get extra attendance against the Absence during those days:

- Certificate of Participation.
- One page report or write-up about the event and team's participation.
- Few photographs (in soft form – For website/other social media handles)

Step 5

In case of any reimbursement request is there of any participant, then they have to submit all the original bills and other relevant documents along with the **Student's participation outside KIET – reimbursement claim form** given in **Annexure A**.

STUDENT'S PARTICIPATION OUTSIDE KIET – REIMBURSEMENT CLAIM FORM

Date:

Name of Student/ Group Leader				
Univ. Roll No. and Phone Number				
Number of students in Team				
Course and Semester				
Branch				
Details of Event				
Name and address of host Institute of event				
Date of Events				
Result	Participation <input type="checkbox"/>	<input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third		Tick in Suitable Box
	Winner <input type="checkbox"/>			
Report along with Photographs and Certificates submitted		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Details of Expenses

Particulars	Amount	No. of participants	Amount Claimed		Total Amount
			% as per KIET policy for reimbursement (100 % or 50 % or Nil)	Amount	
Registration fees					
TA					
Accommodation					
Total					
Total Claimed Amount in words:					

Student/ Group Leader Signature _____ Faculty/ Club Coordinator _____

Approved by Dean -SW

Joint Director***Important: 1. Attach Original Registration fee receipt and self-attested bills of TA and Accommodation.******2. Account detail of the Student/Group leader and signed copy of No Objection Certificate from team members that they don't have any objection if claimed money is transferred to the Group Leaders Account.***