

THAPAR INSTITUTE OF ENGINEERING AND TECHNOLOGY, PATIALA
(OFFICE OF DEAN, ACADEMIC AFFAIRS)
Professional Development Fund (PDF) Claim Form

☐ **Registration Fee** for Workshop/ Seminar/ Bootcamp/ Summer School/Hackathons etc.(Upskilling Progrtammes)
(OR)

☐ **M.E/M.Tech/M.Sc. (PG Contingency Grant)** (TICKMARK whichever applicable)

1.	Name of Student						
2.	Roll No.						
3.	Program / Branch						
4.	Mobile No. and TIET email id.						
5.	☐ Title of Workshop/ Seminar/Bootcamp /Summer School/Hackathons etc. ☐ M.E/M.Tech/M.Sc. Contingency (Specify)						
6.	Organizing Institution/ University						
7.	LEVEL (Tickmark, whichever applicable)	National/International (In India): ☐ International (Abroad): ☐ NA (For PG Contingency) ☐					
7.	Participation Details*	No. of days 	Duration <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">From</td> <td></td> </tr> <tr> <td>To</td> <td></td> </tr> </table>	From		To	
From							
To							
8.	Relevance to Academic Program						
9.	Registration Fee* (Amount)						
10.	Financial Assistance Requested						
11.	Bank Details: 1. Account Holder Name: _____ 2. Bank Name: _____ 3. Account Number: _____ 4. IFSC Code: _____						
12.	Declaration: I hereby certify that the information furnished above is true and correct to the best of my knowledge. I confirm that I have not claimed and will not claim reimbursement for the same registration fee from any other source. I undertake to submit the participation/completion certificate after attending the event.						

	Date: _____ Place: _____ (Signature)	
13.	Recommendation of Faculty Mentor/ Supervisor	_____ (Signature) Name _____ Designation _____
14.	Recommendation of Head of Department	(Signature)
15.	Funds availability (for DOAA office use)	(Signature)
16.	Budget Head	RF (01) -- UG/PG/Ph.D
APPROVED / NOT APPROVED for Rs. _____ (DEAN, ACADEMIC AFFAIRS)		

*** (Only for Upskilling programmes)**

Supporting Documents Attached (Mandatory): Please tick (✓) the documents attached:

S.No.	Document	Attached
1.	Event brochure / announcement	☐
2.	Proof of acceptance/registration confirmation	☐
3.	Proof of fee payment (receipt/invoice)	☐

Important Instructions:

1. Applications must be submitted before the event or within the time limit prescribed by the Institute.
2. Incomplete applications will not be considered.
3. Reimbursement is subject to approval by the competent authority and availability of funds.
4. Original receipts may be required for verification.
5. **Certificate of participation/completion must be submitted after the event in the concerned Department for reimbursement.**