



THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI 625 015
REQUISITION FOR THE CONDUCT OF GUEST LECTURE / WEBINAR

1.	Department	
2.	Lecture / Webinar topic	
3.	Date, Time & Venue	
4.	Name & Affiliation Details of the Academic Expert	
	Name of the Expert	
	Designation & Organization	
	Area of Specialization	
	National / International	
	Is the resource person an Alumnus? ('Y' / 'N')	
5.	Objective of the Guest Lecture / Webinar	
6.	Target Audience	
7.	Expected Outcome for Academic Collaboration (Mark 'Y' / 'N')	Knowledge upgradation /Higher Studies : Students/ faculty internship/visit : Mentoring for students' project : Joint research publications : Joint research proposals : Department curriculum development activities: Department advisory committee member : Special Interest Group (SIG) activities :
8.	Technical Support required / other resource requirements (if any)	
9.	Faculty in-charge(s):	
10.	Remarks (if any)	

11.	Budget:		
Sl. No	Components / Items	Amount (Rs)	Remarks / Breakup details (if any)
10.1	Honorarium for Experts		
10.2	TA/DA for Experts		
10.3	Local Transport & Hospitality		
10.5	Accommodation		
10.6	Contingency / course materials / any other relevant expenses		
	Total Expenditure		

Head of A/C –

Amount Allocated in the Budget (in Rs.):

Amount already spent (in Rs.):

Present requirement (in Rs.):

Balance Amount Available (in Rs.):

Submitted to the Principal on: _____

Dept faculty Coordinator

Head of the Dept

PRINCIPAL

Note:

- Experts shall be from reputed national institutions (such as IITs, IIMs, IISC, IIITs, IISER, IIST, ISI, SPA, CECRI) or reputed international institutions.
- To update the branding team regarding the conduct of webinar / guest lecture with expert details.
- After the webinar / guest lecture, Dept Faculty Coordinator is requested to forward a copy of the report on the webinar to CLC (Academic Collaborations). The CLC will place it to Team Lead and Deans for follow-up.