**FORMAT FOR EXPENSES INCURRED TOWARDS EXAMINATIONS**

**(2017-18/ 2018-19/ 2019-20).**

Name of the College and college code :\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the College:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-Mail id :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Bank and Branch\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account No. and IFSC Code :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Examination : University Exam\_\_\_\_\_\_\_\_\_\_\_\_\_, Sem.\_\_\_\_\_\_\_\_\_\_ & year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment made by mode : ( Cash / DD/ NEFT / RTGS ) give detail with receipt no. if paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of Fees : Theory Rs.\_\_\_\_\_\_\_\_\_\_\_ Practical fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Convocation\_\_\_\_\_\_\_\_\_\_\_\_ Internship fee\_\_\_\_\_\_\_\_\_\_\_ Dissertation fee\_\_\_\_\_\_\_\_

Passing certificate\_\_\_\_\_\_\_\_\_\_\_\_ any other fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amt. of fees paid :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Attach separate sheet of total fees received and details of fees amount paid in the bank.

Expenses claim for the Exam ( kindly attached time table of said Exam ) :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr.  No. | Date | Session  Morning /  Evening | Total  Students  Strength | 1 to 25=250  26 & above =  Rs. 20/-  Per student | Due  Amount  Rs. | Total  Amount |
| 1 |  | Morning |  |  |  |  |
| 2 |  | Evening |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |
|  |  |  |  | **TOTOL AMT** |  |  |

**(** Amt in Rs. \_\_\_\_\_\_\_\_\_\_ )

( College stamp and Sign )