



**MUZAFFARPUR INSTITUTE OF TECHNOLOGY,
MUZAFFARPUR, BIHAR – 842003**

Ref No. 856/TEQIP-III

Date: 21/09/2019

Notice

For reimbursement for applications fee, TA/DA etc for students under TEQIP-III following should be noted:

1. The third year students have to do mandatory internship as part of Curriculum. Some internship is paid. In this regard, TA for to and fro journey for the internship location to be paid along with the reimbursement of internship charges. No any daily allowances or boarding charges will be paid. Reimbursement of internship charges will be allowed only with prior permission.
2. For other academic activities such as workshop/conferences /SIH etc. For TA journey by Sleeper Class in railway, bus, auto rickshaw within city maximum of 113/- per day is allowed. For lodging maximum of 450/- per day per person is allowed. Reimbursement of participation fee/courses charges after submission of original documents will be allowed.
3. For these reimbursements, students have to take prior permission along with estimated cost and supporting documents from Principal through proper channel.
4. Following documents required to be submitted for reimbursement to Sri Natho Yadav, account assistant, TEQIP-III cell in TPO building:
 - a) Prior approval letter/application for visit.
 - b) Certificate of participation/ internship
 - c) Original Fee receipt
 - d) Tour diary, program report along with outcome of the visit
 - e) Xerox of Aadhar card, College Id card and PAN card self-attested
 - f) Bank account self-attested.
 - g) Invoice/Bills for Boarding/ lodging self-attested.
 - h) Email id

Principal
MIT Muzaffarpur

21.09.19
Bajamish