



## Indent form for inviting Guest/ Visiting Faculty

Ref no: Indent/ Guest/ Visiting Faculty/

Date:

### 1. Discipline and Course Details:

S.No	Requisite	Details
1	Discipline	
2	Course Title	
3	Course Code	
4	Course Lead	
5	Commencement date of the course	
6	End date of the course	
7	Course Mode (Online / Offline)	

### 2. Guest/ Visiting Faculty Details:

S.No	Requisite	Details
1	Name of the Guest/ Visiting Faculty	
2	Gender	
3	Contact No.	
4	Email ID	
5	Address	
6	Total years of experience	
7	Requirement from (Date)	
8	Requirement to (Date)	
9	Total duration of the Course delivery (In days)	
10	Copy of the Resume is enclosed	

### 3. Travel & Guest House Details (for offline classes, if any):

1	Date of Journey	a) Arrival: __/__/____ b) Departure: __/__/____			
2	Journey details	b) By Air		b) By Train	
		Arrival	From	Departure	From
			To		To
3	Requirement of Guest House	From Date & Time		To Date & Time	
4	Guest House Category (Complimentary/Paid)				

1	Course Lead Signature		Comments, if any
2	Remarks by Discipline Lead	(Recommended/ Not Recommended)  Signature of the Discipline Lead	Comments, if any
3	Remarks by Activity Chairperson (Education & Training)	(Recommended/ Not Recommended)  Signature of the Activity Chairperson (E&T)	Comments, if any
4	Remarks by CFA	(Recommended/ Not Recommended)  Signature of the CFA	Comments, if any
5	Remarks by Registrar	(Recommended/ Not Recommended)  Signature of the Registrar	Comments, if any
6	Approval by Director	(APPROVED / NOT APPROVED)  Signature of the Director	Remarks of Director if any

**For office use only**

Travelling Details		
1	Booking Details	
2	Payment Details	
<b>OIC (Hospitality)</b>		

Guest House Details		
3	Name of Allotted Guest House	
4	Room No.	
5	Payment Details (If applicable)	
<b>OIC (Guest House)</b>		