



**DEPARTMENT OF MECHANICAL ENGINEERING**  
**INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI**  
 Tirupati-Renigunta Road, Settipalli Post, Chittoor District, AP 517501

**Form for Approval of B. Tech Project (BTP) Funding**

(Academic Year 2019-2020; to be preserved by the student in his/her BTP file till the award of grades in Eighth Semester (Summer 2020))

PLEASE USE ONE FORM FOR EACH STUDENT GROUP

Names of the Students in the Group (in upper case) and Roll Numbers	1								
	2								
	3								
Project Title									
Project Advisor(s)	Dr.								

Installment Number	Date of Request (DD/MM/YY)	Amount Requested (in INR)	Items to be Purchased (tentative; use extra page if list is long)	Signature of the Advisor (with date)	Approval of the HoD (with date)

**Important Points:**

- Students may discuss with their respective Project Advisor(s) regarding obtaining funds for their projects (including how to obtain funds, whom to contact, how to get spent money reimbursed etc.).
- Students must preserve and submit the bills for any amount they spend on their projects. The amount spent may be reimbursed upon thorough verification of all bills. Reimbursement shall be as per institute rules, so before spending, please check with appropriate personnel if you have questions regarding what may be reimbursed and what may not be.
- Only approved items may be purchased using the amount allocated. Please obtain approvals **before** you purchase any item.
- This form should be filled in by the students, who should also obtain necessary signatures. Thereafter, the students must submit this form to the TA, who will preserve it in the BTP file. Whenever the student(s) want to purchase additional items, they have to obtain this form from the TA, and fill in the details again, obtain signatures, and submit it to the TA.
- Students may request for funds in installments. The total amount requested cannot exceed the budget allocated for each group. Fill in one row in the table above for each installment. Do not use a new form for every installment.