



COEP Technological University

Shivajinagar, Pune - 411005
(A Unitary Public University of Government of Maharashtra)

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No. COEP TECH /VC OFF/Visit Report_Secretary_VC_App Reimb /2024/162
Date: 16th March 2024

OFFICE ORDER

Subject: Visit Report and reimbursement procedure.

All the faculty and staff members attending any Seminars/Workshop/Conference/NBA Visit, or any similar professional engagements are required to submit a two pages report within one week of the event to the Secretary of VC Office.

In addition to detailing your participation and activities during the visit, the report should include best practices or outcomes observed in the host institute/university/organization etc. The information will enrich our institutional knowledge base and contribute to our ongoing efforts for continuous improvement.

Following the approval of the visit report, reimbursement/payment for associated expenses will be processed.


Dr. D. N. Sonawane
(Registrar)

cc:-

- 1 Director(s),
- 2 Dean(s),
- 3 HoD(s),
- 4 FAO
- 5 Concerned faculty members,
- 6 CRO,
- 7 T& P Office,
- 8 Vice President (Gymkhana),
- 9 Vice President (Boat Club),
- 10 Coordinator (Central Computing and Networking Centre),
- 11 Phd Coordinator,
- 12 Secretary to Vice Chancellor
- 13 Establishment,
- 14 Accounts Section,
- 15 Student Section,

- 16 Hostel,
- 17 Library,
- 18 Gymkhana,
- 19 MIS Team
- 20 Helpdesk (for uploading on University's website).