



Indian Institute of Technology Kanpur

Office of Outreach Activities

Proforma for Payment of OOA Overheads from the Courses

Title of Course :

Course Coordinator (s) :

Date and Place of Course :

Total Number of Participants :

Gross Collections:

<i>Item</i>	<i>Amount</i>
Registration Fees	
@ Rs...../- per person from persons	
@ Rs...../- per person frompersons	
@ Rs...../- per person from persons	
Sale of Course Notes:	
@ Rs...../- per copy for copies	
@ Rs...../- per copy for copies	
Financial Contribution Received from Other Agencies	
Other Receipts (please specify)	
<u>Gross Receipts</u>	

OOA Overheads (@20% of Gross Receipts):

Any Additional Comments:

A cheque (No.....dated.....) for an amount of
Rs..... payable to Indian Institute of Technology, Kanpur is
enclosed herewith.

Signature of Course Coordinator

Dealing Assistant

Senior Superintendent (S.G.), OOA