

G.H.Raisoni College of Engineering, Nagpur  
(An Autonomous institute under UGC act 1956)

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**Industry-Institute Partnership Cell**

**Guidelines for Application for Reimbursement of Internship/Training / Project  
Competition Expenses**

1. All Reimbursements claims will be entertained subject to ***prior approval***.
2. All the applications must be forwarded through the respective Head of Department ***at least one week before proceeding for*** the competition/Training/Internship. No application will be considered if students have done the expenses ***without getting prior approval***.
3. Any student (individually or as a part of the group) will be allowed to apply ***only twice*** in an academic year.
4. All applications must be forwarded to the undersigned in the prescribed format as given herewith.
5. Students shall submit original bills, certificates, testimonials etc. within 10 Days of completion of training/internship. No reason will be entertained thereafter and students will not be allowed to claim the reimbursement.
6. All the documents must be submitted in original and no photocopies will be allowed.

K.D.Joshi

Coordinator,

Industry-Institute Partnership Cell