

7. Annexure-1

FDP/MDP/EDP Pre-Approval Form

To,
The Director,
MUJ-TEC
Manipal University Jaipur.

Sl. No.	Application to organize FDP/MDP/EDP at MUJ	
1.	Applicant's Detail	
	Name:	
	Employee Code:	
	Designation:	
	Department:	
	Date of Joining:	
	Contact Number (Ext. & Cell):	
	Email-id:	
2.	Event Detail	
	Subject/Title:	
	Proposed Commencement Date:	
	Duration (Number of Days and Hours):	
3.	Do you agree to submit a post event report to MUJ-TEC?	(Yes/No)
4.	Signature of the Applicant :	
5.	Recommendation of the Director of MUJ-TEC :	

Note: 1.This form is to be attached with the event approval note-sheet.

2. If approved, a copy of approval is to be submitted to MUJ-TEC for record purpose and onward submission along with Post-Event Report.