



Tech Event_Approval_Form

Date:

1.	Club / Team Name		
2.	Name of the Student Lead		
3.	Roll No		
4.	Mobile No		
5.	Name of the event / competition		
6.	No. of Students participating in the event with name		
7.	Purpose		
8.	Venue		
9.	Period		
10.	BUDGET UTILIZATION DETAILS		
	Description	Amount	Name of the Budget: <ul style="list-style-type: none"> Establishment B Hostel Corpus Innovation Fund Institute Support Other Fund if any (write the appropriate budget name)
	I. Registration Cost		
	II. Purchase of Consumable / Non-Consumables		
	III. Equipment Cost		
	IV. Accommodation / Travel Cost		
	V. Others Cost if any mention the details		
	a)		
	b)		
	Total		

11.	BUDGET WISE DETAILS	Amount	Advance amount if any required
	Total amount from Establishment B		
	Total amount from Hostel Corpus		
	Total amount from Innovation Fund		
	Total amount from Institute Support		
	Other sources of fund if any Name:		
	Total		

Details of the Consumable / Non-Consumables / Equipment Cost				
S#	Particular of the Items	Quantity	Unit Rate	Total in Rs.
			Total Spent	

Certified that the above information is correct & true to the best of my knowledge and belief and the charges have been actually paid by the club core via the club bank account or PIC bank account.

Date:

Signature of the Team / Club Lead

Recommended by the

PIC Club

Supporting Documents:

1. Event / Competition Brochure
2. List of Students as per the Annexure A

Technical Affairs Secretary:	Note:																		
PIC - Co-Curricular and Club activities	Recommended / Not Recommended Note:																		
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> HoD(CSE) HoD(ECE) HoD(ME) HoS(SIDI) HoD(SH) </div> <p style="text-align: center; margin-bottom: 5px;"><i>(Approval from the respective HoD/HoS of the participating students)</i></p> <p>On-duty is hereby approved for the above request for the period from _____ to _____.</p> <p style="text-align: right;">Dean (Academics)</p>																			
Establishment B / Hostel Corpus Dean SA	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%;">Establishment B</th> <th style="width: 30%;">Hostel Corpus</th> </tr> </thead> <tbody> <tr> <td>Fund Allotted for FY</td> <td></td> <td></td> </tr> <tr> <td>Available Balance, excluding this request</td> <td></td> <td></td> </tr> <tr> <td>Total Sanctioned Amount for the request</td> <td></td> <td></td> </tr> <tr> <td>Advance Amount for the request</td> <td></td> <td></td> </tr> <tr> <td>Available balance</td> <td></td> <td></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Recommended / Not Recommended Sign </div>		Establishment B	Hostel Corpus	Fund Allotted for FY			Available Balance, excluding this request			Total Sanctioned Amount for the request			Advance Amount for the request			Available balance		
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Innovation Fund Dean DII	<p>An amount of Rs. _____ is recommended from the Innovation Fund.</p> <p>Sign</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 60%;">Fund Allotted for FY</td> <td></td> </tr> <tr> <td>Available balance, excluding this request</td> <td></td> </tr> <tr> <td>Claiming amount</td> <td></td> </tr> <tr> <td>Available Balance</td> <td></td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">Accounts Section</p>	Fund Allotted for FY		Available balance, excluding this request		Claiming amount		Available Balance											
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Institute Fund Accounts Section (AR / DR / JR Accounts)	<p>An amount of Rs. _____ is recommended from the Institute Fund.</p> <p>Sign</p>																		
IAO																			
Recommended / Not Recommended																			
Registrar																			
Approved / Not Approved																			
Director																			