



## 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.	<b>BUDGET UTILIZATION DETAILS</b>	
	<b>Description</b>	<b>Amount</b>
		<b>Name of the Budget:</b> <ul style="list-style-type: none"> <li>• Establishment B</li> <li>• Hostel Corpus</li> <li>• Innovation Fund</li> <li>• Institute Support</li> <li>• Other Fund if any</li> </ul> (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)	
	<b>Total</b>	

11.	<b>BUDGET WISE DETAILS</b>	<b>Amount</b>	<b>Advance amount if any required</b>
	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:		
	<b>Total</b>		

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

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:																		
<b>Establishment B / Hostel Corpus</b> Dean SA	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Establishment B</th> <th style="width: 25%;">Hostel Corpus</th> </tr> </thead> <tbody> <tr> <td>Fund Allotted for FY - 20</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> <p style="margin: 0;">Recommended / Not Recommended <span style="float: right;">Sign</span></p>		Establishment B	Hostel Corpus	Fund Allotted for FY - 20			Available Balance, excluding this request			Total Sanctioned Amount for the request			Advance Amount for the request			Available balance		
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<b>Institute Fund</b> 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																			