



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:
Establishment B / Hostel Corpus Dean SA	An amount of Rs. _____ is recommended from the Estt. B Fund / Hostel Corpus Fund. Sign
Innovation Fund Dean DII	An amount of Rs. _____ is recommended from the Innovation Fund. Sign
	Fund Allotted for FY
	Available balance excluding this request
	Claiming amount
	Available Balance
	Accounts Section
Institute Fund Accounts Section (AR / DR / JR Accounts)	An amount of Rs. _____ is recommended from the Institute Fund. Sign
IAO	
Recommended / Not Recommended	
Registrar	
Approved / Not Approved	
Director	