



**COIMBATORE INSTITUTE OF TECHNOLOGY, COIMBATORE – 641014**

**CLUB BUDGET PROPOSAL**

**Date of Event** :

**Name of Club** :

**Name of Event** :

**Timings** :

**Venue** :

**Event related Staff Advisor Name** :

**Event related Student Name & Position** :

**Student Cell No** :

**Budget proposed** :

**Budget allocated** :

**Bank Account Number** :

**Account holder name** :

**IFSC code** :

**Bank name** :

**Previous events report submitted (Y/N)** :

**Previous events bills settled (Y/N)** :

The breakdown of the budget has been enclosed overleaf for your perusal.

**Sign of Staff Advisor** : \_\_\_\_\_

**Sign of Administrative Officer** : \_\_\_\_\_

### Breakdown of Budget

S.No	Things	Quantity	Cost	Total Cost
1				
2				
3				

Total : Rs. \_\_\_\_\_

Signature <Staff Advisor>

Signature <Student IC Event>

**Note:**

1. All approvals may be obtained on Wednesday for the week through the Student Union Secretary.
2. Bills for all expenditure to be approved by Principal through the Student Union Secretary within 2 weeks of conduct of event. No fresh events may be undertaken until the settlement of the previous bills.
3. A total budget for each club is restricted to Rs 1 lakh for a year, expenditure on any event is limited to 30,000 Rs.
4. The staff in charge and the club secretary will be responsible for the smooth conduct of any event and will be available until the completion of the event.
5. A one page report with geotagged photographs is to be submitted for uploading on the website and a copy endorsed to the student union secretary.
6. SOP on clubs is to be perused in case of any doubt, clarification may be sought from the Dean Extra-Curricular Activity.
7. No event is to be conducted on a Govt. holiday or a Sunday.