

Budget Proposal
Indian Institute of Technology Gandhinagar

Date: 4/8/2022

Title & theme of the event	Open House for Nano Satellite Programme
Dates & timings of the event	13 th August 2022 & 4:00 pm - 5:00 pm
Venue	300 Audi (Jibaben Auditorium)
Student coordinator(s) (Name and contact details)	Shruhid Banthia (shruhid.banthia@iitn.ac.in , 9434429391)
Background and Justification	An orientation event that looks to introduce the Nano Satellite programme offered by ISRO to IITGN to students, and clear all doubts that the interested students may have. The event will be attended by professors and they will be clearing doubts along with the student coordinators. We wish to provide refreshments to people present to increase the participation.

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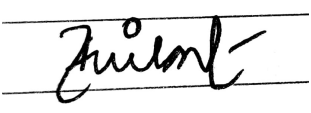
Estimated Budget (Including)

SI No.	Expenditure Head	Amount (Rs)	Remarks
1	Refreshments (For Audience)	3000	Rs 20 per person
2	Compensation for Event Organisers	1300	Rs 100 per person
3	Refreshments for Professors	1000	Rs 200 per person
Total		5300	

Check List (please read and check these boxes as appropriate):

- ☐ I understand that budget includes Hospitality and Transportation expenses, if any
- ☐ I understand that for a budget less than Rs. 1 Lakh, the approval process may take up to one week after submission of signed documents
- ☐ I understand that for a budget more than Rs. 1 Lakh, the approval process may take up to three weeks after submission of signed documents
- ☐ I understand that we will have to follow institute procurement policies for purchases over Rs. 50,000 from single vendor (Small Items purchase committee for purchases between Rs. 50,000 to 2.5 Lakhs and open tendering process for purchase more than Rs. 2.5 Lakhs).
- ☐ I understand the Institute travel policy such as eligibility of train and air travel, and requirement of air ticket booking with designated agents only.
- ☐ I understand that I have to produce appropriate original hard copies of bills/invoices and payment proofs for all purchases, we also have to present original boarding passes for all air travel, save all relevant approvals, and that **all expenses are to be settled within fifteen days of the conclusion of the event with the appropriate documentation, else the expense has to be borne by me.**
- ☐ I understand that expenses cannot exceed the approved budget, if there is any excess expenditure; I understand that I may have to bear the excess expenditure.
- ☐ I am attaching a general plan of the event as an annexure (applicable for larger events).
- ☐ I would adhere to Institute's Green Office Guidelines while conducting the events (e.g. food & waste management, refraining from use of disposables in promotion activities, etc.).

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		 (Student Secretary's Sign, Name and Recommendation)
Recommendations and Approval:		
_____ (Concerned Faculty Advisor's Recommendation & Sign)	_____ Associate Dean, SD	_____ Dean, Student Affairs

General Guidelines associated with Events Organization

1. It is advisable to get the quotations and final invoices from all the vendors including GST. Provisional GST number of IITGN is: **24AAAT17352M1ZF**
2. For the requirements of Guest House booking/Vehicle Arrangement/Refreshment or meals necessary bookings to be made with the concerned sections of the Institute. SA Office will facilitate such bookings in exceptional cases, if required.
3. In case of any display or performance involved in the event, please ensure to get filled the Vendor Registration Forms well in advance. The said form needs to be signed by the authorised person of the service provider.
4. Any student or event organizing teams are not authorized to enter into any agreement or MoU with vendor/sponsors etc. Institute has its own guidelines for such agreements/MoUs. You are advised to approach the SA office in advance for all such cases.
5. Please get the appropriate permissions for the venue and ensure for adequate safety measures/precautions.
6. For any infrastructural requirements such as electrical connections, ground preparation, etc. the requesting mechanisms have to be considered properly. Any monetary impact of the same should be included in the event budget.
7. The event will not disrupt the IITGN infrastructure like no permanent effect on surroundings, signage should not be put on walls; poster boards will be used, etc.
8. Advance can be drawn by the core organizers of the event only, subject to no other advance outstanding against their name.
9. Any outstanding advance to be deposited to the under mentioned IITGN bank Account:
 Bank Name: Canara Bank
 Account Name: Indian Institute of Technology

Account Number: 1414132000010

IFSC code: CNRB0005159

10. For any query about the event, please feel free to visit the SA office (Ms. Vaibhavi Rathod).
