

## ACTIVITY BUDGET SUMMARY SHEET

### EVENT DETAILS

**Department Name:** .....

**Activity/Event Name:** .....

**Activity/Event Type:** .....

**Event Date:** .....

**Co-Curricular Coordinator:** .....

Category	Amount (in Rupees)	Remarks
Approved Departmental Budget for Current AY [23 – 24(for Activities/Events)]	-	Attach Copy of Approved Budget with Highlight, Annexure 1
Budget Used/Spent Till Date [AY 2023- 2024]	-	-
Balance Budget Available	-	-
Sponsorship Amount (If Any)	-	Attach Proof of Verification, Annexure 2
Budget Required for the Activity/Event	-	Budget Summary with Details of [Revenue/Expense], Annexure 3

\*Attach the Copy of Approved Institute/Department Budget for AY [23-24] the Activities/Events duly signed and stamped by the HoD(s), Director(s) and Executive Director(s). **[Annexure - 1]**

\*Details of the Organization/Committee paying the sponsored amount along with the verification of the amount received from Department of Accounts. **[Annexure - 2]**

\*Budget Summary along with Total Revenue/Expense for Activity/Event. **[Annexure - 3]**

NOTE: Activity/Event Approvals to be submitted, prior 72 hours of duly signed and stamped by the HoD(s), Director(s) and Executive Director(s) in the Department of Academic Affairs.

## Detailed Budget Requirement for Activity/Event

Sr. No.	Department	Item	Quantity	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total</b>				

.....

**HOD**

.....

**Director**

.....

**Executive Director**

.....

**Pro-Vice Chancellor  
(Academic Affairs)**

.....

**Pro Vice Chancellor/  
Vice Chancellor**

## TENTATIVE RATE LIST

### Annexure-A

Sr No.	Dept.	Resource	Cost
1	Branding & Purchase	Flex A1 Audi (8*8 8 <sup>ft</sup> 8 <sup>in</sup> x2, 16*8.8ft)	₹920x2(wings), ₹1835(center)
2		Flex C2 Audi (7*8.8 x2, 16*8.8 ft)	₹800x2 (Wings), ₹1835(Center)
3		Flex D1 Audi (14*28ft)	₹5100 (Center)
4		Standee (2.5*6ft)	₹195/pc
5		Certificate	₹6/ pc
6		Memento	₹300 to ₹5000/pc
7		phulkari ( B )	₹800/pc
8		phulkari(A)	₹1200/pc
9		phulkari(A+)	₹1600/pc
10		phulkari(A++)	₹1800/pc
11		Bouquet	₹150 to ₹400/pc
12	Hospitality	Hospitality(Tea &cookies)	₹20/- (per person)
13		Hospitality(High Tea A+)	₹150/-(per person)
14		Hospitality(High Tea A++)	₹250/- (per person)
15		Hospitality(High Tea A+++)	₹300/- (per person)
16		Hospitality(Lunch A) @Pepper	₹500/- (per person)
17		Hospitality(Lunch A+) @Pepper	₹700/- (per person)
18		Hospitality(Lunch A++) @Pepper	₹1000/- (per person)
19		Hospitality(Lunch A+++) @Pepper	₹1500 to 2000/person (As per food items)
20	Transport	SUV Cab	₹18/Km
21		Sedan Cab	₹12/Km
22		Transport(Bus)	As per Tax and Diesel prices
23	Admin	Hotel (for guest)	Shivalik Hotel ₹4,000/- (per night including breakfast & dinner)

### Important Instructions:

- All the documents must be duly signed and stamped by the respective EDs and/or Directors and only then uploaded in CUIMS for hassle free approvals of the activities.
- Standees/Flex/Banners will not recommended for regular events/activities.
- The Standees/Flex/Banners can only be availed in case of Mega Events.
- List of Hotels/guest house for stay of the guests as per their profile can be availed at the time of the requirement and must be intimated at least 5 days prior the date of the event.
- All the above rates are approx. amount and can vary as per the rate and tax applicable at that time.
- Transport requirements should be intimated 7 days prior the date of the event, as per notification from transport department.

## **SAMPLE**

### **Annexure - B**

<b>Sr. No.</b>	<b>Department</b>	<b>Item</b>	<b>Quantity</b>	<b>Amount</b>
<b>1</b>	<b>Branding</b>	Memento	1	300
<b>2</b>		Banners	1	800
<b>3</b>	<b>Purchase</b>	Phulkari	1	1000
<b>4</b>		Bouquet	1	200
<b>5</b>	<b>Hospitality</b>	High Tea	5 people	100
<b>6</b>		Lunch @ Pepper	2 people	1000
<b>7</b>	<b>Transport</b>	Cab	1 guest/person	As per rate of petrol and type of cab(see rate list)
<b>8</b>		Bus for Industrial visit	1	Free upto 40 km (see rate list)
<b>9</b>	<b>Admin</b>	Accommodation Booking(Guest House)	1	Free of cost
<b>10</b>	<b>CRC</b>	Hotel Booking	1 person/guest	3000/- approx.
<b>Total</b>				<b>6400/-</b>