

ACTIVITY BUDGET SUMMARY SHEET

EVENT DETAILS

Department Name:

Activity/Event Name:

Activity/Event Type:

Event Date:

Co-Curricular Coordinator:

Entity Type: ☐ Club ☐ Departmental Society ☐ Community ☐ Professional Society

Entity Name:

Category	Amount (in Rupees)	Remarks
Approved Departmental Budget for Current AY [24 – 25(for Activities/Events)]		Attach Copy of Approved Budget with Highlight, Annexure 1
Budget Used/Spent Till Date [AY 2024- 2025]		-
Balance Budget Available		Approved Dept. Budget – Budget used till date
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
No. of students benefitted from the Activity/Event		-

*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				
Total				

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Secretary

.....

**Faculty Advisor/
Faculty Co-Advisor/
Co-Curricular Coordinator**

.....

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 ^{ft} 8 ⁱⁿ 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 Center (14*28 ft), Side wings (14*7 ft)	₹8500 (Center), including side wings
4		Standee (2.5*6ft)	₹200/pc
5		Certificate	₹6/ pc
6		Memento	₹350 to ₹15000/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 Toll 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 be 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 to 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 to the date of the event, as per notification from transport department.

SAMPLE

Annexure - B

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