



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad-500 043

PROPOSAL TO ORGANIZE

NSS ACTIVITY / SPORTS ACTIVITY / CULTURAL ACTIVITY

1. Details

Title of the Event	:			
Organizing Department	:			
Sponsored by	:			
Date(s) of the Event	:		No. of Days	
Time	:			
Overview of the Event	:			
Objectives of the Event	:			
Outcomes of the Event	:			
Target Group	:			
Contact Information of the Coordinators	:			
HOD / DEAN		PRINCIPAL		

Enclosures:

- 1 Brochure / Flyer
- 2 Event Management
- 3 Dining Hall Arrangements
- 4 Transportation Requirements


2. Budget Details

S.NO	Item Description	Amount per person or Item in Rs.	Total Amount in Rs.	Remarks (If any)
1	Cash Prize for Winners			
2	TA/DA & stay arrangements of the Participants			
3	Hospitality to participants (Refreshment/Lunch & high Tea)			
4	Printing, proceeding certificates/banner, etc.			
5	Photo and CD of the program for records			
6	Travel (if some visit is planned)			
7	Material, stationery and consumables			
8	Any other			
9	TOTAL			
The Amount of Advance required conducting the program: Rs				

HOD / DEAN

PRINCIPAL

3. Payment Details

 INSTITUTE OF AERONAUTICAL ENGINEERING (Autonomous) Dundigal, Hyderabad-500 043 PAYMENT VOUCHER Date:		
A/c Ref		
Amount		
Cash		
Paid to		
In words		
Towards:		Receiver's Signature
Administrative Officer	Accountant	Principal
Chairman	Secretary & Correspondent	Treasurer

- Copy to
1. Corresponding HOD
 2. Dean of IQAC
 3. Dean of Student Services
 4. Accounts