



Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon ■ कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगांवशी संलग्न

Government College of Engineering, Jalgaon

शासकीय अभियांत्रिकी महाविद्यालय, जळगांव

An Autonomous Institute of Government of Maharashtra ■ महाराष्ट्र शासनाची स्वायत्त संस्था

NAAC Accredited with grade B++ (2024-2029) ■ नेक द्वारा नामांकन ब++ (२०२४-२०२९)

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Vision: Globally Accepted Engineers with Human Skills ■ Website: <https://www.gcoej.ac.in> ■ DTE Code: 5004



Proposal for Activity Approval

To, Principal Government College of Engineering, Jalgaon		
Name of the Activity: ----- -		
Type of Activity: Training / CEP Program / Workshop / Seminar / Conference/ Expert Talk / Remedial class / T&P / Co-curricular/ Extra-curricular / other _____		
Duration:		
Coordinator:	Co-Coordinator:	
Organizing Department /club : Civil / Mech / Elect / E&TC / Comp / Instru /App. Science / Workshop / Library / Hostel / Office / Institute / Dean _____ / Club _____		
Objectives & Abstract of proposal:		
Beneficiaries:		
Deliverables:		
Organizing Agency: Self / Partner /Person/ Industry etc		
Budgetary Expenditure if required (Detailed Budget can be attached separately)	A. Total Expenditure of Program (out flow)	Rs. :
	B. Total amount spent for external agency	Rs. :
	C. Total resource generation (in flow)	Rs.
Expenditure Head:	Estimated cost (A+B-C)	Rs. :
Sign of Coordinator:	Sign of Co-Coordinator:	
Approval and Recommendations of Head/ Dean / Technical Registrar : Yes/No	Signature Name	
Final Approval of the Principal : Yes/No	Signature	
If proposal is not approved- Reasons/any suggestions		

Format for Estimated Expenditure for Activity:

Name of the Activity: _____

Type of Activity: Training / CEP Program / Workshop / Seminar / Conference/ Expert Talk / Remedial Class / T&P / Co-curricular/ Extra-curricular / other _____

Duration: _____

Budget Head	Item	Amount / Unit	Qty	Total Income	Total Expenditure	Remark
Registration	Registration of Participants					
	Travelling/DA to participants if applicable					
	Registration kit (Pen/Pad/bag/Any other					
	Subtotal					
Food	Lunch/day (write approximate rate per lunch)					
	Dinner/day (write approximate rate per person)					
	Breakfast & Tea/day (write approximate rate per person)					
	Mineral Water/ other					
	Subtotal					
Remuneration	Coordinator/day					
	Expert/Trainer (Faculty)/day					
	External Training Agency/day					
	Technical/Lab Assistant					
	Any Other : Such as Lodging & boarding of External faculty etc					
	Subtotal					
TA & DA expenditure	Faculty					
	Guest					
	Subtotal					
Miscellaneous & Contingency expenses	Banner Printing					
	Photography/Video recording					
	Postages					
	Publicity and advertisement					
	Stationary & Printing					
	Other expenses					
	Subtotal					
Grand Total						
Sign of Coordinator:		Sign of HoD:				