



Chaitanya Bharathi Institute of Technology (A)
(Affiliated to Osmania University)

Date: 09 August 2019

To:
The Principal
CBIT, Gandipet
Hyderabad

Dear Sir,

Sub: Request to sanction the budget for 'Research Day' activities.

Kindly do the needful for sanctioning following proposed budget for 'Research Day' activities.

Research proposed budget details

S.No	Expenses	Amount Required (Rs.)	Justification
1	For Prizes / Awards	1,20,000	Best Google Scholar Citation, Best Exhibitor, Best paper, Best poster, Best Project
2	Chief Guest	10,000	Chief Guest, Guest of Honour
3	Judges Honarium	1,20,000	-----
4	Decoration of venues	50,000	Dias decoration
5	Stationary and others	20,000	Pointers, Pads, Miscellaneous
6	Remuneration for Speakers	50,000	-----
7	Poster printing	50,000	Department on-going research posters
8	Banners	15,000	-----
9	Bouquets	25,000	-----
10	Inaugural function expenditure	10,000	-----
11	Food & Snacks	1,00,000	Guests, Directors, HoDs and Coordinators
12	Printing of Brochures and Books of Abstract	15,000	-----
13	Stalls, Poster Stands and Tents	1,00,000	-----
14	Transportation for Guests and for Publicity	50,000	-----
15	Pens, Scribbling pad and folders	50,000	For Participants
16	Mementos and shawls	50,000	-----
Grand Total		8,35,000	
Expected amount from Registration Fee		40,000	

Thank you

Sincerely,




Principal
Chaitanya Bharathi Institute of Technology
(Autonomous)
Gandipet, Hyderabad-500 075.


Dr. A D Sarma
Director R&D