



Date: 8 April 2022

To:
The Principal
CBIT

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	126000	A total 6 prizes per department (Best paper:02, poster:02 and product:02) First Prize: Rs. 2000 - Second Prize: Rs. 1000/- $14*3*2000+14*3*1000=126000$
2.	Chief Guest and Guest of Honour honaro	10000	Chief Guest, Guest of Honour
3.	Judges Honararium & Transportation	189000	A total 3 judges per department (Best paper, poster and product) $14*3*4500=189000$
4.	Decoration of venues	20000	Dias decoration
5.	Stationary and others	10000	Pointers, Pads, Miscellaneous
6.	Remuneration for Keynote Speakers	10000	Two speakers $2*5000=10000$
7.	Banners	15000	-----
8.	Bouquets	10000	Only inaugural and Valedictory function
9.	Tea and Snacks (Morning and Evening)	60000	Guests, Directors, HoDs, Coordinators and 600 Participants (expected)
10.	Food & Snacks	120000	Guests, Directors, HoDs, Coordinators and 600 Participants (expected)
11.	Printing of Brochures and Books of Abstract	15000	-----
12.	Stalls, Poster Stands and Tents	250000	-----
13.	Transportation for Guests	15000	-----
14.	Registration Kit	40000	Guests, Directors, HoDs, Coordinators and 600 Participants (expected)
15.	Mementos and shawls	20000	Only inaugural and Valedictory function
16.	Certificates	5000	Participants, CBIT faculty those who contributed most to NIRF 2022 ranking in terms of number of Publications, Citations and Research Project funding.
Grand Total		915000	
Expected amount from Registration Fee		210000	Registration fee: $350 (600*350=210000)$

Tentative Schedule					
S No	Month	Description of R&D Activity	Department	Focal Person	Schedule
1.	August	Research Day 2022	All Departments	Director R&D and All Research Coordinators	Last Date for Submission of Abstracts : 06-08-2022
					Acceptance of Abstracts : 13-08-2022
					Last Date for Registration : 23-08-2022
					Event : 27-08-2022

Thank you



A. D. Sarma

Sincerely,

A. D. Sarma

Dr. A D Sarma
Director R&D

Principal

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