



# J.P. COLLEGE OF ENGINEERING

College Road, Ayikudy, Tenkasi – 627 852.

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

NAAC Accredited with "A" Grade & An ISO 9001: 2015 Certified Institution



## APPROVAL FORM (INTERNAL)

APPROVAL FORM NO: JPCOE/AF/2025/

DATE: / /

| 1. EVENT DETAILS                                                                             |          |          |       |
|----------------------------------------------------------------------------------------------|----------|----------|-------|
| Organizing Department /Cell/Club                                                             |          |          |       |
| Event Type & Name                                                                            |          |          |       |
| Number of days                                                                               |          |          |       |
| Date & Time                                                                                  |          |          |       |
| Target Participants                                                                          |          |          |       |
| Expected No. Participants                                                                    | Internal | External | Total |
|                                                                                              |          |          |       |
| 2. RESOURCE PERSON DETAILS                                                                   |          |          |       |
| Resource person(s)<br>(Name, Designation, Address,<br>Mobile No. and Mail id)                |          |          |       |
| 3. RESOURCE REQUIREMENTS                                                                     |          |          |       |
| Venue                                                                                        |          |          |       |
| Facilities required<br>(PA System, Accommodation,<br>Transport, Refreshment, Food,<br>etc.,) |          |          |       |
| 4. BUDGET                                                                                    |          |          |       |
| Expected Expenses                                                                            |          |          |       |
| Funding Resource(s)                                                                          |          |          |       |

Event Coordinator

HoD/IQAC

Principal

Correspondent



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## SUBMISSION FORM (INTERNAL)

| EXPENSE DETAILS                      |        |                      |
|--------------------------------------|--------|----------------------|
| Budget Allocation                    |        |                      |
| Actual Expenditure                   |        |                      |
| Bills/vouchers                       |        |                      |
| Documents Verified by the Accountant | Yes/No | Accountant Signature |

| DOCUMENT SUBMITTED                                                   |                                                                                                                                                                                                           |                                                                                                                                                      |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>NAAC Criteria</b>                                                 |                                                                                                                                                                                                           |                                                                                                                                                      |
| Required Check List prepared by department NAAC Criteria Coordinator | <input type="checkbox"/> Circular<br><input type="checkbox"/> Participation list<br><input type="checkbox"/> Report<br><input type="checkbox"/> Certificates<br><input type="checkbox"/> Any Others _____ | <input type="checkbox"/> Brochure<br><input type="checkbox"/> Attendance<br><input type="checkbox"/> GPS-Photos<br><input type="checkbox"/> Feedback |
| Photos/Videos submitted to Admin Office                              | Yes/No                                                                                                                                                                                                    | Admin Office Signature                                                                                                                               |
| Documents Verified by NAAC Criteria Coordinator                      | Yes/No                                                                                                                                                                                                    | NAAC Criteria Coordinator Signature                                                                                                                  |
| IQAC Verification                                                    | Yes/No                                                                                                                                                                                                    | IQAC Coordinator Signature                                                                                                                           |
| Principal Verification                                               | Yes/No                                                                                                                                                                                                    | PRINCIPAL                                                                                                                                            |