



# BITT POLYTECHNIC

(Approved by AICTE, New Delhi; Affiliated to Jharkhand University of Technology, Ranchi; Recognised by DHTE, Govt. of Jharkhand)

RUN AND MANAGED BY BIRSA INSTITUTE OF TECHNOLOGY (TRUST) - BITT

## Student Activity Approval Form

To,  
Principal  
BITT Polytechnic  
Getlatu, Ranchi

**SUBJECT** : Approval Request for Student Activity

**NAME OF EVENT** .....

**Venue/Place/Visit** .....

**Duration** From.....to.....(in Days).....

**Total duration of the events (in Hours)** .....

**Mode of event (online/offline)** .....

**No. of Student Volunteers** .....

(Attach the list with name and registration number)

**No. of Participants / Beneficiary / etc.** .....

(Attach the list)

**No. of Certificates / Award Distributions (If Any)** .....

**Budget Status** Remaining Budget

(Approved Budget)

**Expected Budget** .....

**Budget from Sponsors(cashless)** .....

**List of other requests for approval** i) Room/Arena

ii) Security

iii) Transportation

iv) etc.

**Student Coordinator**

Name: .....Registration number: .....

Mobile No:..... Email id: .....

Signature:

**Faculty Advisor**  
(Name & Signature)

**Principal**  
BITT Polytechnic