



# 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/2024/

DATE: / / 2024

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) (Name, Designation, Address, Mobile No. and Mail id)			
3. RESOURCE REQUIREMENTS			
Venue			
Facilities required (PA System, Accommodation, Transport, Refreshment, Food, etc.,)			
4. BUDGET			
Expected Expenses			
Funding Resource(s)			

Event Coordinator

HoD/IQAC

Principal

Administrator



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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 <input type="checkbox"/> Participation list <input type="checkbox"/> Report <input type="checkbox"/> Certificates <input type="checkbox"/> Any Others _____	<input type="checkbox"/> Brochure <input type="checkbox"/> Attendance <input type="checkbox"/> GPS-Photos <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