



University of Pune
Board of Student Welfare

WORKSHOP/SEMINAR/OTHER ACTIVITY

Following documents to be submitted by Serial as per given below:-

Name of College/Ins.: _____

Name of Activity : _____

1. Sanctioned Amount : Rs./-

2. Advance Received : Rs./-

3. Amount Receivable : Rs./-

Sr.No.	Name of Documents	Remarks
1	University Sanction Letter	
2	Statement of Expenditure	
3	Utilization Certificate (in given format)	
4	Report of Activity with Photographs	
5	Students List with college wise / Feedback Forms	
6	Original Bills	

Cheque Drawn in Favour of :
(Name of the Account holder)

Signature
Students' Welfare Officer (SWO)