

## Cost Sheet for EDP Programs

(Drafted by Dr. V K Arora, may be altered as per the requirements)

Sr. No.	Head	Number of Sessions/ Paxes/ Diems/ Units	Honorarium/ Charges per session/pax/diem	Expense (INR/ USD)
<b>A</b>	<b>Inaugural (if required)</b>			
A1	Gifts/ Mementos/ Bouquet to the Guests			
A2	Flower Decoration			
A3	Banners/ Standees			
A4	Luncheon/ High Tea			
A5	Bags/ Stationary Items to the participants			
A6	Miscellaneous			
<b>Total (A)</b>				
<b>B</b>	<b>Training Program</b>			
B1	Honorarium to Experts			
B2	TA & DA Expenses			
B3	Gifts/ Mementos			
B4	Photography/ Videography			
B5	Luncheon/ Snacks			
<b>Total (B)</b>				
<b>C</b>	<b>Industrial Visit (if required)</b>			
C1	Travel/ Bus Hiring Charges			
C2	Snacks/ Luncheon during visit			
C3	Other charges			
<b>Total (C)</b>				
<b>D</b>	<b>Valedictory Event (if required)</b>			
D1	Gifts/ Mementos/ Bouquet to the Guests			
D2	Luncheon/ High Tea			
D3	Certificates Printing Charges			
<b>Total (D)</b>				
<b>Grant Total (A+B+C+D) - Expense</b>				

### CALCULATION OF PARTICIPATION FEE PER ATTENDEE

<b>I</b>	Total Expense (A+B+C+D)	
<b>II</b>	Add Profit (in percentage)	
<b>III</b>	Total after adding profit (I+II)	
<b>IV</b>	Number of expected attendees/ participants	
<b>Fee per attendee/ participant (III/IV)</b>		
<b>GST (18%) if applicable</b>		
<b>Fee per attendee/ participant including GST</b>		

(Prepared By)

(Approved By)