**Note submitted to Hon’ble Secretary and Correspondent**

[Sub: Budget for NAAC Team Visit ]

Respected Sir,

This letter is to bring to your kind notice a proposal being put forth by the cultural clubs to conduct an event for NAAC visit . The proposed dates for NAAC Team Visit are 15th and 16th of November 2023. The cultural clubs participating in this event are as follows:

1. Nrithya MGIT - Dance Club
2. DOP MGIT – Photography Club
3. Symphony MGIT-Music club
4. Spotlight MGIT-Drama Club
5. Muse MGIT-Art club

The detailed proposal is as follows:

1.) 15th November 2023

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| Name of the Club | Budget Breakdown | Resources Needed |
| Dance Club | Swag bags & Bucket hats- 20,000/-  Committee ID cards -5,000/-  Badges – 5,000/- | 1. Auditorium with sound system 2. Removal of the Podium while performing. |
| Photography Club | Instructor per diem – 35,000/- | 1.) Auditorium with sound and projector for instruction |
| Music Club | semi acoustic guitar-12500/-  sound system(guitar amp)-20000/-  Id cards-5000/-  guitar cables-1500/-  extension box-300/- | 1. Auditorium with sound system |
| Drama Club | Costumes and props– 15,000/-  Id Cards – 5,000/-  Collar Mics – 5,000/- | 1. Auditorium with sound system 2. Removal of the podium while performing |
|  | Total Expenditure | 1,29,300/- |

Convener Vice Principal Principal