

**From**

**Bhavesh B N (715524104027)**

Department of Computer Science and Engineering

PSG Institute of Technology and Applied Research

Neelambur, Coimbatore - 641062

**Date:** 10th October 2025

**To**

The Head of the Department

Department of Computer Science and Engineering

and

The Head of the Department

Department of Electronics and Communication Engineering

PSG Institute of Technology and Applied Research

Neelambur, Coimbatore - 641062

**Through Proper Channel**

- Ms. P. Shanmugapriya, Class Tutor, CSE - A
- Ms. M. Deepa, Class Tutor, ECE - B

**Subject:** Request for On-Duty Permission for Innovators Conclave –

Hyderabad

Respected Sir/Ma'am,

We, the undersigned students from the CSE and ECE departments, are writing to request on-duty permission to participate in the **Innovators Conclave Hackathon in Hyderabad** on the 25th and 26th of October.

2025. Our team has been selected to present a project in the DefenceTech domain at this prestigious event.

To facilitate our travel and participation, we kindly request on-duty permission for the following dates:

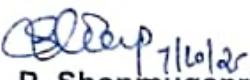
- **24th October 2025 (Friday)** - Departure to Hyderabad
- **27th October 2025 (Monday)** - Return from Hyderabad

This will allow our team to attend the event without any disruption to our academic requirements. We are a collaborative team with members from both of our departments and are eager to represent our institution well.

Yours sincerely,

**Team NeuroMinds**

1. Bhavesh B N – CSE, 2nd Year
2. Dheepak – CSE, 2nd Year
3. Gopal R – CSE, 2nd Year
4. Kathin – ECE, 2nd Year
5. Gitthesh – ECE, 2nd Year

  
**Ms. P. Shanmugapriya**

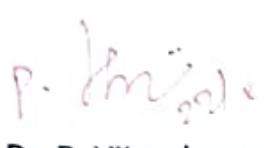
Class Tutor, CSE - A

  
**Ms. M. Deepa**

Class Tutor, ECE - B

  
**Dr. B. Gomathy**

HoD, CSE

  
**Dr. P. Vijayakumar**

HoD, ECE