



To,
Associate Director,
SRMIST KTR

7th February 2025

Dear Sir,

Subject: Permission to Set Up Help Desk, Put Up Posters, and Conduct Class-to-Class Announcements

SRM Team Robocon is organizing a 3-day workshop on Altium PCB Design and SolidWorks CAD Modelling from 20th to 22nd of February. This opportunity will provide students with essential industry-relevant skills that can significantly boost their technical expertise and career prospects.

Hence, we request your permission to:

1. Set up help desks from 11th to 20th February (8 AM to 5 PM) at the following locations:
 - University Building
 - Hi-Tech Building
 - Java Canteen
 - Tech Park
 - Main Campus
 - Girls Hostels: Began, Meenakshi, Kalpana Chawla Complex, and M-Block
 - Sannasi Mess and Agasthiyar Mess

The hostel help desk will operate from 7 PM to 9 PM at all hostels.

2. Put up posters at appropriate locations to ensure wider reach and awareness.
3. Conduct class-to-class announcements to inform students about this valuable opportunity.

We would be extremely grateful for your support and look forward to a positive response.

Signature	Signature	Signature	Signature
Mohammed Sadriwala	Dr G Joselin Retna Kumar	Directorate of Hostel	Associate Director
Team Lead	HOD EIE Department	SRMIST KTR	SRMIST KTR
SRM Team Robocon.	SRMIST KTR		

SRM Team ROBOCON, 604, Fifth Floor, Basic Engineering Block, SRM Institute of Science and Technology, Kattankulathur, Chennai 60320