



# KGiSL Institute of Technology

(An Autonomous Institution)

Affiliated to Anna University, Approved by AICTE, Recognized by UGC,  
Accredited by NAAC & NBA (B.E-CSE, B.E-ECE, B.Tech-IT),  
365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore – 641035.



## STUDENT REQUEST LETTER

### From

Mahaashri -23IT27  
Sornambal – 23IT50  
III – yr B.Tech IT  
KGiSL Institute of Technology

### To

The Head of Department,  
B.Tech – IT,  
KGiSL Institute of Technology  
Coimbatore

Respected Sir/Madam,

Subject : Request for On-Duty Leave to Attend Hackathon

We are writing this letter to formally request **On-Duty leave** to participate in a **State-Level Hackathon** organized by Edu Tantr in collaboration with Coimbatore Institute of Technology on **23rd August 2025, from 9:00 AM to 9:00 PM, at CIT, Coimbatore.**

Our teams consists of the following members from **Information Technology**:

Team I	CGPA	Attendance	Arrears	Team II	CGPA	Attendance	Arrears
Mahaashri A	9.13	100%	Nil	Sornambal	9.23	94%	Nil
Charinika P(Hosteller)	8.06	80%	Nil	Meghaa	8.50	91%	Nil
Praveena S	8.81	92%	Nil	Varshini Janaki	8.1	84%	Nil
Ritik Kumar N	8.44	92%	Nil				

Our students will be participating in two teams – **Team 1 under the Agriculture Theme (Livestock Management)** and **Team 2 under the Health Tech Theme (Medicine Re-distribution).**

For the hostellers, prior consent has been obtained from their parents, and the signed consent letters will be duly submitted to the department for your reference.

This hackathon is a prestigious competition that brings together participants from across the state. It provides an excellent platform to develop problem-solving skills, teamwork, and innovative thinking while gaining practical exposure to real-world industry practices. Considering the schedule, we kindly request **On-Duty leave on 23rd August 2025** to participate in the event and represent our college.

We assure you that our participation will bring recognition to our institution, and we will submit proof of participation after the event.

Thank you for your time and consideration.

Date: 22/08/2025

Student Signature:

### Remarks By Class Advisor

Remarks By HoD

Dean/IQAC(If applicable)

Remarks by Principal

Remarks by Director(A&A)

Office Use/A.O

CEO