

KGISL INSTITUTE OF TECHNOLOGY, COIMBATORE -35, TN, INDIA	Doc. Ref.	KITE/ AC/FRL/ 76	
ACADEMIC - FORMS	Issue No / Date	01 / 19.08.2024	
FACULTY REQUEST LETTER	issue NO / Date		
ACADEMIC VEAD: 2024 - 2025	Donartment	IT	

FACULTY REQUEST LETTER

From Mr. R. Anbarasan, AP/IT

To The Principal

Sub: Requisition for conducting Symposium EXOTICA '2K24 - Reg

The Department of Information Technology in association with the CSI Student chapter is planning to organize an Inter Technical and Non-Technical Symposium "EXOTICA '2K24" on 25.10.2024 This event will help the participants to develop their leadership qualities, communication skills, gain expert knowledge, network with others and renew motivation and confidence. The planned events are listed below along with the budget for the event for your kind perusal. We kindly request you to provide us the approval to conduct and collect Rs.250 as registration fee from the external participants for overall events.

PROPOSED BUDGET

S.No		D	escription			Count	Amount
1	Invitation with	h cover			20*Rs.15	300/-	
2	Certificates					60*Rs.20	1200/-
3	Refreshment morning &		Faculty Members & Guests 15		150*Rs.50	7500/-	
	evening		Participants 135		-		
			Total Approximately 150		-		
4	Lunch		Faculty Members &	Guests	15	150*Rs.150	22,500/-
			Participants 135		-		
			Total Approximately		150	-	
5	Trophy for all e	Trophy for all events		11*Rs.150=1650	1650/-		
6	Cash Prize Paper Presentation 1000, 500, 300		Code X 500, 300	E-Sp	orts	1*Rs.1800	1800/-
				750,	500, 250	2*Rs.800	1600/-
					2*Rs.1500	3000/-	
8	Chief Guest Memento (College Momento)						1,500/-
9	Flex (10 x10)				2* Rs.2500	5,000/-	
10	Poster				50*Rs.50	2,500/-	
11	Decoration and Event expenditure				8,000/-		
12	Participants kit	t				135 * Rs.30	4,050/-
	1					TOTAL BUDGET	60,600/-

EXPECTED INCOME						
Participant Registration Fee	135 * Rs.250	Rs.33,750/-				
	204 * P. 200					
Association Fee collected from IT students	204 * Rs.300	26,850/-				
	=Rs.61,200	Pa 60 600/				
	Total	Rs.60,600/-				
Remarks By HoD	Dean/IQAC(If applicable)					
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Remarks by Principal	Remarks by Director	(A&A)				
Office Use/A.O	CEO					

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