Date: 30.10.2019

Head of the Department

Department of Computer Science and Engineering,

Khulna University of Engineering and Technology (KUET),

Khulna-9203.

**Subject: Application for granting a break.**

Sir,

We would like to draw your kind attention that, in every 1st terms, we usually get a mid-break after completing half of the cycles of the term. But according to academic calendar of 2nd term (2018-19), there is no mid-break. This term is too short and congested compared to 1st term (2018-19). We get long vacation in those 1st terms along with mid-break, but there are short vacations in 2nd terms. There was a vacation for Durga puja but it was not enough. Because of too much continuous classes and labs in this term, now we cannot cope up with the academic pressure. So, we need at least a one week break for our study and refreshment. It would be convenient for us if the break is given from 17th November, 2019 to 21st November, 2019.

We, therefore, pray and hope that you will consider our problem and grant us the one week break.

Sincerely,

Your most obedient students

of 2k16 batch,

Department of Computer Science and Engineering,

KUET.