11 th September, 2019

To,

The College Management Committee

National Institute of Technology, Raipur

Chhattisgarh

Subject – Application seeking the permission to organize an annual cultural festival.

Respected Sir,

Good morning! Hope you are doing well. This letter has been written to seek permission to have an annual cultural festival in our college. In recent times, every other college in the country have started conducting cultural fests once a year. The students wanted to have a similar event in our college as a refreshment and break from studies. This plays a major role in publicity, recognition and letting others know the values of the college, staff and students.

I know we have issues related to budget, discipline and behavior. For dealing with these issues, the cultural committee is searching for alternatives. As far as the budget is concerned, I have spoken to some big firms for the sponsorship and they are ready to supply funds. The public relations and marketing team is continuously involved in bringing funds. Considering behavior and discipline, I had a word with the disciplinary committee and they have provided few valuable suggestions like having separate areas for boys and girls during events like musical concert and EDM night. Also to cope up with space constraints, the hostel wardens are ready to allow stay for students participating in the events from other colleges outside the city. For organizing the mega events and cult night we had a word with Professor S. P. Diwan of the Architecture department. He would be able to provide us the permission for conducting events in Pt. Dindayal Auditorium for a period of 2 days at nominal charges that would include only the maintenance fee and would be devoid of any booking charges.

I hope you would look into this matter and provide me your valuable suggestions. I would get back to you once you have your research and analysis done in this regard. Hope you have a proper insight into the matter.

Thank You,

Akash Kumar Singh

8 th semester, Information Technology

College President