8th June, 2018

Maitighar, Kathmandu

Nepal.

The Vice Principal,

St. Xavier's College,

Maitighar, Nepal.

**Subject**: Application for setting up a computer club.

Respected Father,

We would like to draw your kind attention to the fact that there is no ' Computer Club ' in our college, despite the fact that computers have become an essential part of our life and brought about a revolutionary change. Even though we have been provided with a computer class every week, the learning process has not been an active one, and has been limited to the classroom.

The objective of the computer club will be to foster the learning culture and fine-tune the skills of the students regarding computers and modern technology. This can help to make use of computers in the most efficient way. It can also help the students who are pursuing computer science related careers in future. Besides, the students that are not pursuing those fields also require various concepts and skills from this field, such as: programming, in this rapidly globalizing world.

I would also like to ensure you that many of the students from the current 12th grade are keenly interested in establishing this club and running it actively, with many more to come from the 11th grade as well. Since the club requires only some good brains and computers, it can be run efficiently under a low amount of budget. We have already spoken to the Head of Department of the Computer Science Department regarding the approval and support in order to establish this club, and we have got the approval to open the club under the Computer Science Department, with the teachers as advisors for the club. With the infrastructure of the Computer Lab made available to us, we have the opportunity to organize and run many events and programs. To make sure that the club is active throughout the year, we also had discussion with the Head of Department, to host student-made website under the domain of our college's website, due to which students can also participate in the club's online activities, even during long vacations. The Head of Department was more than happy to support us in this new initiation.

I would like to go over some programs and functions of the club, which we have taken a lot of time design for making it more interesting as well as fruitful for the students:

1. **Weekly Meetings**

* The weekly meetings will be conducted with all members of the club interacting and discussing about the various new technologies ( **TechTalks** )
* Taking feedbacks from the members to fix faulty agendas and introduce some new programs
* Conference or seminars covering topics like machine learning ( **AI-Con** ) , programming , that helps in skill development
* Going over some previous projects as well as individual works and projects of the students

1. **Website Designing competition**

* The students will use their previous knowledge on HTML5 , CSS3 and its frameworks ,along with some front end development languages, in order to design a website

1. **Digital Art Competition**

* This program can be conducted in collaboration with the Art and Literary club
* The students have to develop a vector art image with their knowledge on various image manipulation softwares like Adobe Illustrator
* They will also be given a number raster images where they have to present their editing skills

1. **Cyber Olympiad**

* A Cyber Olympiad will be conducted annually, which will be in the form of an ICT Quiz Contest.

Some other programs are yet to be reviewed.

We would also like to create a website for our club, ourselves where we can allow online interaction between members, organize other club activities regarding projects and host the projects online at the end of the year, with the help of the Computer Department.

We, therefore, earnestly request for your approval to set up a computer club so that we can get recognition from the college as a club, and conduct various programs as per our plans and expectations.

Yours sincerely,

Soyuj Jung Basnet

Class – 12 'I'

Roll number - 467