

## **Proposal for Annual Cultural Fest**

Dear Sir/Madam,

My name is Anish Kumar Basu, an undergraduate student in the Electrical Engineering department of this institute and I am writing this proposal as the President of the Student Union.

Our college has a rich cultural heritage of over 50 years and in the past our alumni had organized cultural fests to showcase the numerous cultural and artistic talents of the students of this institute. The annual cultural fest has therefore become an integral part of the institute. So as the elected president of the student body, it is my responsibility to maintain this glorious tradition as well as respect and uphold the rules, regulations and decorum of the institute.

I have received complaints from the college authority about various issues which are creating a roadblock to organize the fest. I am going to address these issues one by one in this proposal for your convenience.

1. Budget concern: As I have heard from my predecessor, last year the budget shot up in a significant proportion because all the preparations were done hastily and no official tender was called. This year we have already called tenders for all the required infrastructures and made an exhaustive record for all the expenses that will be incurred. I have attached the document for your reference.
2. Discipline and behaviour issues: We, the students of this institute know the values and ethics that this institute holds dear and we always try our utmost to abide by the rule and regulations. For the last couple of years we have received complaints from the people and professors who live within the campus of the events continuing late in the night, few students have also been alleged of being drunk and roaming the campus late in the night. This year we have decided to strictly abide by the schedule we have set for the events and end all events before 11 P.M. I have attached the tentative time schedule of all the events for your reference. As far as the behaviour issues are concerned, we will request all to return to their respective hostels after the events and not to indulge in any kind of activity that will bring disrepute to our college.
3. Space constraints: For the last few years the position of the stage has been shifted many times due to unavailability of space. This year we have already got the permission to use the Netaji Bhavan Auditorium for all of our events. I have attached the copy of the permission letter and I believe the space constraint issue has been resolved this year.

We, students strongly believe that this fest can be organized without any kind of issues but for that we require a helping hand from the authority to smoothen the process.

I look forward to your positive reply and successful cooperation in the coming days.

Regards

Anish Kumar Basu

Persident, Students' Union

