

Nandana Jolly
Joint Secretary
IEEE MACE Student Branch
Mar Athanasius College of Engineering

Date: 14/02/2025

To
Principal
Mar Athanasius College Of Engineering

Subject: Request for Permission to Use TNP Seminar Hall

Respected Sir,

On behalf of the IEEE MACE Student Branch, I would like to request permission to use TNP Seminar Hall and Dining Hall for conducting ExeCom Training of IEEE MACE SB 2025 on 15th March 2025 from 9AM to 5PM.

We assure you that all necessary arrangements will be made to ensure the smooth conduct of the event, and the venue will be maintained with the utmost care.

We kindly seek your approval for this request and look forward to your positive response. Thank you for your time and consideration.

Yours sincerely,
Nandana Jolly
Joint Secretary
IEEE MACE Student Branch

Approved by:
Neethu Salim
Branch Counsellor, IEEE MACE SB