

To
The Chairman
Department of Computer Science and Engineering
Premier University, Chattogram

Date:

Subject: Application for Access to Labs and 4th Floor Open Corridor (8–10 December 2025), Ground Floor (1-10 December 2025), Closing and Prize Giving Ceremony (7 December 2025 – with CSE 48th Batch's Orientation)

Sir,
We, the Premier University Computer Club (PUCC), respectfully request access to the following spaces for hosting the **Syed Md. Minhaz Hossain Memorial Tech Fest 2025**.

Requested Spaces

1. CSE Software Labs (CL-1, CL-2, CL-3) and Open Corridor Space of 4th Floor, Department of Computer Science.

- Purpose: Competitive Programming, Software Engineering Hackathon, AI/ML Hackathon Offline Round, Project Showcase, Competition arena, Food and Snacks distribute Booth.
- **Dates :** 8 – 10 December 2025
- **Time:** 9:00 AM to event completion.

2. Ground Floor

- Purpose: Kit Distribution, Registration booths and Help/Information desks
- **Dates :** 1–10 December 2025
- **Time:** 9:00 AM – 5.00 PM

3. Central Auditorium (Wasa Campus – With CSE 48th Batch's Orientation)

- Closing Ceremony and Prize Giving Ceremony.
- **Date:** 17 December 2025
- **Time:** 9:00 AM – 10.00 Am

These spaces are essential for ensuring smooth operations of all competitions and for accommodating participants, sponsors, mentors, and visitors. We sincerely request your kind approval.

Sincerely,

Rayanul Kader Chowdhury Abid
2104010202162
President
Premier University Computer Club

To
The Chairman
Department of Computer Science and Engineering
Premier University, Chattogram

Date:

Subject: Proposal for Organizing “Syed Md. Minhaz Hossain Memorial Tech Fest 2025”

Honorable Sir,

With due respect, we, the Premier University Computer Club (PUCC), are pleased to submit this proposal seeking approval to organize the **“Syed Md. Minhaz Hossain Memorial Tech Fest 2025”** on our campus. This event is designed to bring together students from leading universities across the division to foster innovation, collaboration, critical thinking, and excellence in modern technology fields.

Event Overview

- **Event Name:** Syed Md. Minhaz Hossain Memorial Tech Fest 2025
- **Organizer:** Premier University Chattogram, Department of Computer Science, Engineering, Premier University Chattogram and Premier University Computer Club.
- **Program Duration:** 8-10 December 2025
- **Daily Start Time:** 9:00 AM
- **Venue:** Department of Computer Science and Engineering, Academic Building No. 4, Hazari Lane Campus, Premier University, Chittagong

We believe this event will significantly enhance the reputation of Premier University and create meaningful opportunities for young innovators to demonstrate their skills and creativity. Most importantly, this fest is being organized in loving remembrance of *Syed Md. Minhaz Hossain Sir*, whose contributions, guidance, and inspiration have had a lasting impact on the students and the entire PUCC community. This memorial event stands as a tribute to his dedication toward academic and technological excellence.

We kindly request your approval to organize this prestigious event.

Sincerely,

Rayanul Kader Chowdhury Abid
2104010202162
President
Premier University Computer Club

A detailed event plan is attached, including:

1. Competitions and schedule
2. Detailed plan, program flow and logistic breakdown
3. Detailed Budget Breakdown

ATTACHMENT 1: COMPETITIONS & SCHEDULE

Syed Md. Minhaz Hossain Memorial Tech Fest 2025

The Tech Fest will feature five major competitions followed by a Project Showcase & Closing Ceremony.

A. List of Competitions

1. Competitive Programming Contest
2. Software Engineering Hackathon
3. AI/ML Hackathon (Hybrid)
4. Project Showcase
5. Closing Ceremony (17/12/2025 – With the Orientation program of CSE – 48th Batch)

B. Competition Schedule Overview

Date	Event	Duration	Time
8 Dec 2025	Competitive Programming Contest	5 hours	9:00 AM – 2:00 PM
8-10 Dec 2025	AI/ML Hackathon (Online Phase)	48 hours	9:00 AM – 9:00 AM
9 Dec 2025	Software Engineering Hackathon	8 hours	9:00 AM – 5:00 PM
10 Dec 2025	Project Showcase and AI/ML Hackathon's Presentation round (Top 10 Teams)	5 hours	9:00 AM – 2:00 PM
11 Dec 2025	Closing and Prize Giving Ceremony	1 hours	•

D. Event Goals

1. Strengthen inter-university collaboration and knowledge exchange
2. Encourage students to showcase and promote excellence in competitive programming, software engineering, and AI/ML
3. Provide hands-on experience with real-world tech challenges
4. Enhance Premier University's reputation as a regional center for technological advancement
5. Foster teamwork, leadership, and professional skills among participants
6. Honor the legacy of Syed Md. Minhaz Hossain by inspiring future innovators
7. Facilitate networking opportunities between students, Alumni, Mentors, and Industry Professionals

ATTACHMENT 2: DETAILED PLAN & PROGRAM FLOW

A. Detailed Event Timeline

8 December 2025 — Competitive Programming & CTF Day

Time	Activity
8:30 AM	Team reporting and Kit Collection
9:00 AM – 2:00 PM	CP Contest (5 hrs) + CTF Contest (5 hrs)
2:00 – 3:00 PM	Lunch

8 – 10 December 2025 — Ai/ML Hackathon (Hybrid)

Date	Time	Activity
8.00 AM (8 Dec) – 8 AM (10 Dec)	48 Hours (Online)	Online Competition, Documents and Presentation Slide Prepare.
10 Dec 2025	9:00 AM – 11:00 AM (Offline)	Presentation Round

9 December 2025 — Software Engineering Hackathon Day

Time	Activity
8:00 AM	Team reporting and Kit Collection
9:00 AM – 5:00 PM	Software Engineering Hackathon, Evaluation and Presentation

10 December 2025 — Project Showcase

Time	Activity
11:00 AM – 02:00 PM	Project Exhibition and Presentation

B. Venue Setup & Requirements

1. Labs

- 60 computers (3 Labs)
- lab assistants.

2. 4th Floor Open Corridor

- Competition arena.
- Food, Snacks distribution area.

3. Ground Floor

- Registration Booth.
- Kit collection, Help & information center.

C. Event Team Structure

- **Advisory Panel:** CSE Faculty
- **Problem Set and Judgement Panel:** CSE Faculty, Alumni and Industry Experts.
- **Organizing Committee:** PUCC Executive and Sub-Executive Committee.

ATTACHMENT 3: DETAILED BUDGET BREAKDOWN

A. Event Logistics (corrected)

Item	Qty	Unit Price (BDT)	Total (BDT)
Banner (Main Gate)	2	1,500	3,000
Stand Banners	6	500	3,000
ID Cards + Competition Kit + Certificate	200	150	30,000
Printed Schedules & Posters	50	20	1,000
Table Cloths & Decoration	—	—	3,000
Subtotal A			40,000

B. Food & Refreshments (corrected)

Item	Qty	Unit Price (BDT)	Total (BDT)
Breakfast and Snacks Packs	200	100	20,000
Lunch Packs	200	200	40,000
Water Bottles	200	20	4,000
Snacks (Tea + Biscuits)	200	20	4,000
Subtotal B			68,000

C. Prizes & Honorariums

Item	Total (BDT)
Competitive Programming Contest	10,000
SE Hackathon (Senior Category)	10,000
SE Hackathon (Junior Category)	3,000
AI/ML Hackathon Winner	3,000
Trophies & Medals	15,000
Subtotal C	41,000

D. Judges and Guests

Item	Amount (BDT)
Lunch	5,000
Crest, Flower, Gift	10,000
Subtotal D	15,000

GRAND TOTAL ESTIMATED COST

Category	Amount (BDT)
Subtotal A (Event Logistics)	40,000
Subtotal B (Food & Refreshments)	68,000
Subtotal C (Prizes & Honorariums)	41,000
Subtotal D (Judges & Guests)	15,000
GRAND TOTAL	1,64,000

INCOME SECTION

1. Sponsorship

Source	Amount (BDT)
Sponsor Contribution	50,000

2. Total Registration Income:

- **Participants:** 250
- **Fee per participant:** 300 BDT

Item	Participant	Registration Feer	Total (BDT)
Registration Fee	150	300	45,000

TOTAL INCOME

Source	Amount (BDT)
Sponsorship	50,000
Registration Fees	45,000
TOTAL INCOME	95,000 BDT

BALANCE (DEFICIT TO BE FUNDED BY UNIVERSITY)

Source	Amount (BDT)
Total Event Cost	1,64,000
Total Income	95,000
University Funding Required	69,000 BDT