

The HOD,

Department of ECE.

B.P. Poddar Institute of Management & Technology,

137, V.I.P. Road, Poddar Vihar,

Kolkata – 700052

Subject: Request to revise the deadline for semester fee payment.

Respected Madam,

We, the students of Electronics & Communication Engineering, 2nd Year, want to bring to your kind notice that we are well aware of the fee payment for the upcoming odd semester. We were notified earlier that the deadline is 30th June, 2020 via an official notice from college.

Madam, majority of our parents are facing a problem amidst the lockdown since there is neither a smooth functionality of the bank and financial condition nor will it be safe to move into the crowd and urge for a Demand Draft. Further, the UGC and HRD Ministry have also instructed all the educational institutions not to collect fees until normal classes are restored, which seems to begin at least after two months. So, it is our earnest request for the ease of our earning members, if the college revises its deadline.

We would want you to kindly convey this message to our respected Principal Madam and we further request her to look into this matter as soon as possible in this critical situation of pandemic (Covid-19). Hereby, we attach a list of names of the problem facing students along with their signatures (in digital format).

Thanking You,

Yours sincerely,

Students of ECE Dept., 2nd Year.

Date: <to be put later>