

Date: 11-01-2019

From

A.ARUL GNANAPRAGASAM,  
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SSM Institute of Engineering and Technology,  
Dindigul – 624 002.

To

The Principal,  
SSM Institute of Engineering and Technology,  
Dindigul – 624 002.

Respected Sir,

Subject: Requesting Permission – STAAD Connect Workshop - reg

The Department of Civil Engineering is going to organize a two day workshop on “STAAD Connect” in association with Cadd Technologies Coimbatore for two days (08-02-2019 to 09-02-2019). Permission may please be granted for the same. In this event Bentley representative will come and give the seasons and they will provide the Bentley certificate for all the participants. First day program for students and second day for faculty from our institution and nearby colleges. For this program we have planned to collect the participation fee of Rs.200/- . In this regard, we need the following materials and food and snacks arrangement to conduct the workshop in a smooth manner. So we request you to kindly grant us permission to do the necessary arrangements.

1. Memento	-	2 No	Tea & Biscuit -	50 No
2. Shawl	-	4 No		
3. Snacks			4. Lunch	- 50 No
Morning : (10.45 AM)				
Tea	-	50 No	5. Water Bottle	- 04 No
Vadai	-	50 No	6. File	- 50 No
Evening: (3.00 PM)			7. Scribbling Pad	- 50 No
			8. Pen	- 50 No

Thanking You.

Yours faithfully,

(A.ARUL GNANAPRAGASAM & M.P.KARTHIK)

To Principal  
~ 11.1.19