



**SRM INSTITUTE OF SCIENCE AND TECHNOLOGY, KATTANGALTHUR
COLLEGE OF ENGINEERING AND TECHNOLOGY**

**APPROVAL REQUEST FOR VOLUNTEERING ACTIVITY - 21GNP301L
COMMUNITY CONNECT**

Subramanian Narayanan

SRM Institute of Science and Technology,

Potheri, SRM Nagar, Kattankulathur, Tamil Nadu 603203

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Date : 11/05/2024

Dr.K.Sivaganesh MD

NALAM HOSPITAL

T . Kottampatty, Vjayapuram,

Pollachi, Tamil Nadu 642002

Subject: Approval Request for Engagement Activity

Respected **Dr.K.Sivaganesh MD (NALAM HOSPITAL)** ,

I hope this letter finds you in good health and high spirits. I am writing to request approval for engaging in a volunteering activity at your esteemed institution as part of my academic curriculum.

My name is Subramanian Narayanan, a student enrolled in the Computer Science and Engineering Course at SRM University Chennai. As part of our Community Connect course, which aims to promote social responsibility and engage students with the community, I am required to undertake a volunteering activity during my upcoming summer vacation.

Below, I have provided the necessary details regarding my proposed engagement:

1. Duration: The engagement period will be for **[4 to 5 weeks] in the month of May 2024 / June 2024 during my summer vacation**, as stipulated by the course requirements.
2. Proposed Activities: During my time at the hospital, I intend to assist nurses with patient care, support administrative tasks such as paperwork, and any other tasks assigned by the hospital staff.
3. Schedule: I am flexible with my schedule and willing to accommodate the hospital's needs and requirements.
4. Supervision: I am willing to work under the supervision and guidance of the designated hospital staff, undergo any required training or orientation, and follow all protocols and regulations set forth by the institution.
5. Documentation: I am prepared to provide any necessary documentation or undergo any required training or orientation before commencing my volunteering activities.

I kindly request your consideration and approval of my proposed engagement activity. Your support in this endeavour would not only fulfil my academic requirements but also provide me with invaluable real-world experience and learning opportunities.

Sincerely,

Subramanian Narayanan

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