From,  
The Tech Ahoy Team

To,  
Dr.Renuka,  
Head Of the Department,  
Computer Science and Engineering,  
MIT – Manipal

Dear Madam,

We are a group of motivated students from MIT on our way towards building our own company focussing on technological development mainly in the field of computer science and engineering. We have been working for the last 6 months at MIT training students in building fully functional software and applications, developing websites, designing graphics and lots more thus paving our way through success.

We were given permission by the following faculty members of MIT during last semester to work towards our aim.

1. Dr. Ramesha C, Associate Director, Student Welfare
2. Mrs. Manjula Shenoy, Senior Lecturer, CS Deptartment, MIT
3. Dr.Renuka, HOD, CS Department, MIT

We would like to renew the permission for this semester and would like to request 3 rooms at NLH from 5:30 PM to 7:30 PM every working day for this entire academic year 2012-2013 to conduct our training sessions, develop our projects, hold meetings and conduct interviews. We promise the college that all the resources provided will be used judiciously and we would not require any financial assistance at any point of time from the college or from the students.

We would like to occupy these rooms for this entire academic year (2012-2013) starting from 19th of August 2012 from 5:30 PM to 7:30 PM. The details are as follows and the availability of the rooms has been confirmed.

**Details:**

**From 19th August: Room.404, NLH (AB-3)**

**From 24th August: Room 402, 403, 404 (NLH – AB3)**

**Timings: 5:30 to 7:30 PM every working day**

Things we did during last semester:

1. Brought our own international technical magazine (Tech Ahoy) which was critically acclaimed by many people all over the world.
2. We held training sessions in the following areas:
   * + - * WEB DEVELOPMENT

HTML

CSS

JAVASCRIPT

JQUERY

PHP

MySQL

AJAX

* + - * + GRAPHIC DESIGNING

ADOBE PHOTOSHOP

* + - * + SOFTWARE DEVELOPMENT

BASICS OF JAVA

1. We developed few basic level projects aimed at gluing up the team together namely:
   * + SOCIAL NETWORKING WEBSITE
     + MESSAGE ENCRYPTOR/DECRYPTOR
     + TELEPHONE MANAGEMENT SYSTEM
     + SEARCH ENGINE OPTIMIZATION FOR INSIGHTMIT

The future structure of Tech Ahoy is as shown below:

The enlisted categories form the future structure of Tech Ahoy and we are working hard to make it possible within few months from now.

The basic organizational hierarchy is as listed below.

|  |  |
| --- | --- |
| **Core Team**  The function of the Core Team is to supervise and take part in the overall functioning of the company, plan, administrate and bring about revolutionary changes in the functioning of the company. The core team holds a superior hand over all other teams and they have the right to make any significant decision with proper consultation from the others. The Core Team will be under the direct administration of the CEO   |  | | --- | | 1. T.V.Vignesh –Founder & CEO, Head of WD & SEO, Studios, Hacking & Security 2. AmitSengupta – Graphic Design Head, Software Development Head 3. Nissan Modi – Software Development Head 4. ParthSrivastav - Software Development Head 5. Manish Devadiga – Graphic Design Head 6. Prakar Mohan – General Secretary 7. Arun Pai – Marketing Head 8. AyushChoubey – Web Dev & Security Head 9. ShaumikDaityari – Web Dev & SEO Head 10. SourabhPrakash – Editor in Chief, Tech Ahoy Magazine 11. Rahul Sawhney – Editor in Chief, Tech Ahoy Magazine 12. Nikhil Abhinav – Marketing Head |   **BRANCH HEADS**  Branch Heads comprises of people from the CORE Team only and will be under the direct supervision of the CEO.  The role of branch heads is to take care of all sub domains in the respective branch, making sure if the module heads are doing their job properly, get timely reports which are to be regularly su  **MODULE HEADS**  Module Heads may or may not be from the CORE Team. The module heads will be under the supervision of branch heads. The role of module heads is to supervise a respective domain/category allotted to them, make sure that all the proceedings go well on the way. The person who is a module head must be proficient enough in the respective domain and also must be very well capable of administrating the entire team in the respective domain.  **MENTORS**  The mentors may or may not be from the CORE Team. All the mentors will be under direct supervision of the Module Heads. The role of mentors is to guide the execution team in doing the projects by taking a lead in every proceeding and making sure that the project is completed properly and well on time.  **Execution Team**  Execution Team is headed by the module heads and will be indirectly headed by the CEO. The role of the Execution Team is to carry out the work given to them by the mentors and the module heads |

We have 12 people from the core team, 42 from the execution team thus making it a total of 54 (at present). We will be having our 2nd phase of recruitments soon after the interaction with 1st year students is permitted   
(after Techtatva).

We hold the complete responsibility for any outcome due to our activities and all our activities will be reported to the faculty advisors and mentors at regular intervals of time.

Yours faithfully,

T.V.VIGNESH,  
Student,   
MIT - Manipal