

**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL
MANGALORE, INDIA**

To,
The Dean (Faculty Welfare)
NITK, Surathkal, Mangalore

Date: ____ / ____ / ____

{Through: Dean(SW) and SAS Officer}

Sub: Permission sought to conduct/organize _____

Dear Sir/Madam,

With reference to the subject cited above we wish to organize _____
in our institute on/from _____ to _____. The preferred venue to
organize the event is _____. The participants of the event will be of
_____ year B.Tech./ M.Tech./M.Sc./M.B.A./M.C.A./Ph.D./ scholars.

Permission is sought to organize the event.

Thanking you sir,

Yours Truly,

Name & Sign. of the Student Convenor

Club / Committee: _____

Class/Branch: _____

Roll No. _____

Contact No. _____

Name & Sign. of the Faculty Advisor/In-charge

Designation: _____

Dept.: _____

Contact No. _____

Desired Venue Availability:	Yes / No
Alternate Rom Availability:	Yes / No
Room/Room No.	_____

(WWO)

Signature

S A S Officer

Signature

Dean (S W)

**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL
MANGALORE, INDIA**

To,
The Dean (Students' Welfare)
NITK, Surathkal, Mangalore

Date: ____ / ____ / ____

(Through: Student Activity & Sports Officer)

Estimation for _____

Dear Sir,

The following are the details of estimation required for conducting the _____ event on _____.

Sr.No.	Details of Expenses	Qty.	Amount Required	Remark
1.				
2.				
3.				
4.				
5.				
TOTAL				

Kindly sanction the amount to organize the event.

Thanking you sir,

Yours Truly,

Name & Sign. of the Student Convenor

Club / Committee: _____

Class/Branch: _____

Roll No. _____

Contact No. _____

Name & Sign. of the Faculty Advisor/In-charge

Designation: _____

Dept.: _____

Contact No. _____

Remark: _____

Signature

S A S Officer

Signature

Dean (S W)