

From

Manikandan N.K - TTS - 2065
Assistant Professor / 1894011246
Department of CSI
Vel Tech Dr. RR & Dr. SR University
Avadi, Chennai-62

To

The Vice Chancellor
Vel Tech Dr. RR & Dr. SR University
Avadi, Chennai-62

Respected Sir,

Sub: Requesting Permission to organize Two days FDP

This is to bring to your kind notice that our department is planning to organize two days Faculty Development Programme on the title " **Future Research Issues in Computing Technologies**". I have enclosed the resource person details for your reference.

S.NO	DATE	NAME OF THE EXPERT	DESIGNATION & INSTITUTION
01	09-DEC-2016	Dr. A. Suruliandi ✓	Professor, Dept of Computer Science and Engineering, Manonmaniam Sundaranar University, Tirunelveli.
02		Dr. Subadra . M. ✓	Post Doctoral Fellow in IIT(Pursuing), IIT Madras.
03	10-DEC-2016	Dr. Karuppanan . p. ✓	Assistant Professor, Dept of Electronics and Communication, Motilal Nehru National Institute of Technology, Allahabad.
04		Dr. Vasumathi +	Assistant Professor Department of Energy & Environment, NIT Trichy.

TO Pay,

1. Dr. A. Suruliandi - RS. 6,000
2. Dr. M. Subadra - RS. 6,000 ✓
3. Dr. P. Karuppanan - RS. 6,000
4. Dr. B. Surendiran - RS. 6,000

Dr. B. Surendiran ✓

Assistant professor &
HOD, Dept of CSE
National Institute of
Tech.
Puducherry
Thiruvettakudy.

In view of this, I request your approval for the following:

1. Advance Cash

S. No	Items	Amount
01	Renumeration for Resource Persons for 2 days (4 persons)	Rs. 24000 ✓
02	Memento (4 Nos x 500) <i>from A/c re team standard memento</i>	Rs. 2000 ✓
03	Brochure (50 Nos * 30)	Rs. 1500 ✓
04	~~Postage~~	Rs. ~~2000~~ ✓
05	Banner (2 Nos x 250)	Rs. 500 ✓
06	Invitation	Rs. 500 ✓
07	Pooja items & Miscellaneous.	Rs. 250 ✓
08	Photos	Rs. 500 ✓
09	Certificates (50 nos * 25)	Rs 1250 ✓
10	Participant Kit (50 nos * 40)	Rs 2000 ✓
Total		Rs. ~~34500~~ ✓

- Venue : Thanigai Velan Auditorium
- Transport : Sumo (Pick up & Drop off) – 1 No - 2 days.
- Tea and Snacks (Morning & Afternoon) – 50 Nos – 2 days.
- VIP Lunch, High Tea and Snacks – 6 Nos – 2 days.
- Lunch for Participant-50 Nos-2 days.

S.No. 3; 5; 6; 9, 10 - design by Vane

Revenue Generated (Approx)

1.From External Faculty (20 Nos * 1000)	=	Rs.20000 ✓
2.From External Research Scholars (20 Nos *750)	=	Rs.15000 ✓
3.From Internal Faculty (10 Nos*500)	=	Rs.5000 ✓
Total	=	Rs.40000(Aprox)

May be approved

Kindly give approval to organize the event.

Thanking You.

As Dept is planning to organize days 9/17, the proposed event may be permitted. Forwarded to DA.

Head of the Department
Department of OSL
Vel Tech Dr. RR & Dr. SR
Technical University
Avadi, Chennai

checked to pay to resource person
checked to pay to Manikandan staff
6000/-
20/11
29/11/16
DIRECTOR (Academics)
Dr. E. KANNAN
Registrar
Vel Tech Dr. RR & Dr. SR Technical University
Avadi, Chennai-600 062.
Yours Truly
(Manikandan N.K) 12.11.2016