



**Dr.Mahalingam College of Engineering and Technology**

**(An Autonomous Institution Affiliated to Anna University)**

**Pollachi- 642 003, Tamilnadu**



## **ROSTRUM CLUB**

**Date: 29/08/19**

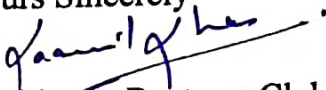
### **Note Submitted to the Principal:**

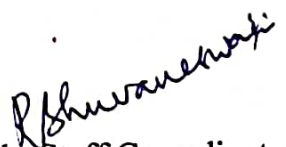
Respected Sir


**Sub:** Requisition to permit to conduct 'Promote the Product' event.

Rostrum club has planned to conduct an event called 'Promote the Product' for enhancing the communication of students. The event has a preliminary round and the selected students will be able to enter the final event. The skills that will be tested are Verbal, Non-Verbal skills (Body language) and imagination. Credits are given based on the effectiveness in communication, interpretation and executing capacity. The event is planned to be held in LLC Smart Classroom (C203), on 14/09/19 at 4:30 pm.

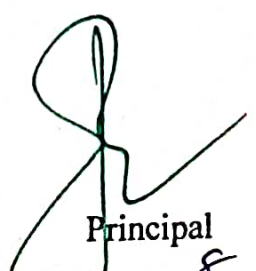
**Enclosures:** Event Description & budget

Yours Sincerely  
  
President - Rostrum Club

  
Club - Staff Co-ordinator

  
PC/S&H 29/8/19

  
HoD/S&H dept

  
Principal

**Dr. Mahalingam College of Engineering and Technology**  
**Pollachi - 642003**  
**NIA CLP - Rostrum Club**

**Note submitted:**

**Date: 21.01.2020**

Subject: Proposal submitted for organising workshop for First year students on 25.01.20 - approval requested - reg.

We are happy to inform you that NIA- CLP team up with Rostrum club has planned to organize a workshop which will be conducted by the expertise faculty members of Cambridge Assessment English in the topic Presentation Skills to our first year students on 25<sup>th</sup> January 2020 (Saturday).

In regard to the above workshop, we wish to provide a memento to the Guest Speaker. Hence, we request you to kindly sanction the amount and approve the same.

**Proposed Expenses for the program**

S.No	Name of the item	Quantity	Rate / unit (Rs)	Total cost (Rs)	Mode of arrangement
1.	Memento	1	500.00	500.00	NIA Book Depot
			Total	500.00	

**Budget for the FY 2019-20 (Phase I)**

Particulars	Proposed budget (Rs)	Actual spent till date (Rs)	Available budget (Rs)	Amount Requested (Rs)
Budget for Planned Activities	5100.00	979.00	4121.00	500.00

*R. Bhuvaneshwari*  
Signature of FA  
Rostrum Club  
(R. BHUVANESHWARI)

*A. Sakthivel*  
HoD-S&H  
Dr. A. Sakthivel

*[Signature]*  
Principal

6/22/20