

To
The Principal
Dr. B. C. ROY SOCIETY ENGINEERING
JEMUA ROAD, FULHORE

Subject: Request for Permission to Organize a Workshop

Dear Sir,

I hope this letter finds you well. On behalf of the ACM STUDENT CHAPTER, BCREC, I would like to seek your permission to organize a workshop on **Machine Learning and It's Future** for the students of **BCREC and BCA students of APC**.

The details of the workshop are as follows:

- **Date:** 09.04.2025
- **Time:** 2 p.m. to 5 p.m.
- **Venue:** Albert Einstein Hall, Main Building
- **Target Audience:** All the students for BCREC and BCA students from APC
- **Speaker(s)/Trainer(s):** Ardent Computech Pvt. Ltd.
- **Estimated Budget:** ₹ 1500

We assure you that all necessary arrangements will be made to ensure the smooth execution of the event. We kindly request your approval to proceed with the planning and necessary arrangements.

We would be grateful for your support and guidance in making this event a success. Looking forward to your approval at the earliest.

Thank you for your time and consideration.

Yours sincerely,

Chandan Bandyopadhyay
Dr. Chandan Bandyopadhyay

HoD, CSE (DATA SCIENCE)

Faculty Coordinator, ACM CHAPTER BCREC

Head of the Department
Computer Science & Engineering (DS)
Dr. B. C. Roy Engineering College
Durgapur

*Recommended to
be initiated in
budget 2 year
15-26.*

Ju
28/03/2025

To
The Principal,
Dr. B.C. ROY ENGINEERING COLLEGE
JEMUA ROAD, FULJHORE

Subject: Requesting to increase the workshop ("Machine Learning and it's Future" which is going to be held on 9th April 2025) budget from ₹1500 to ₹4500

Dear Sir,

As we informed you earlier and upon getting permission from your office, we planned to conduct machine learning workshop on 09/04/2025. In the budget we initially requested to sanction Rs. 1500 for the related expenditures and you gave the permission but now we are finding that more than 100 students will participate in the event and four trainers will also come. Hence, we are requesting you to increase our budget from 1500 to ₹4500 which will be adjusted from departmental budget head "CONFERENCE, FDP, SEMINAR, W/S, PROJECTS EXP & STUDENT ACTIVITIES" for FY 2025-26.

Thank you for your time and consideration.

Yours sincerely

03, 03/04/2025
Dr. Chandan Bandyopadhyay

HOD, CSE (Data Science)

Faculty Coordinator, ACM CHAPTER BCREC

Head of the Department
Computer Science & Engineering (DE)
Dr. B. C. Roy Engineering College
Durgapur

Recommended
for expenses

Jr
on 10/04/25