

Date: 06-01-2017

To
The Vice Principal,
GMRIT.

Dear Sir

Subject: Approval requested for conducting FLASHMOB, sanction of Financial assistance and Logistics required - Regarding

In view of college admissions promotional activity, as per your guidance, the following faculty and students of our college are proposed to go and perform FLASHMOB at CMR CENTRAL, Visakhapatnam on 09-01-2017 between 5.30 – 7.30 PM. In this regard, we need your approval to avail our college bus (for the purpose of transportation for faculty and students) and to take advance Rs.20,000/-(twenty thousand) from accounts department (for the expenses related venue utilisation fee, dinner and snacks). Details of approximate expenditure and faculty, students who are involved in this activity are attached with this letter.

Thanking you

Yours Sincerely



Dr. R. L. Naidu

Coordinator Admission Committee

Details of Expenditure, bus timings, Faculty and students For FLASHMOB

1. Expenditure details:

| | |
|--|---------------|
| 1. Venue (CMR Central, Visakhapatnam) utilisation fee | Rs. 10,000-00 |
| 2. Snacks and dinner for faculty and students (46 persons @ 100) | Rs. 4,600-00 |
| 3. Sound System(approx.) | Rs. 4,000-00 |
| 4. Banners(2Pcs.) | Rs. 1,400-00 |

Total Rs.20, 000.00

2. Bus : On 09-01-2017 bus starts from GMRIT Andhra Bank ATM at 12.00 PM and return to GMRIT between 11.30 to 12.00 PM.

FACULTY CO ORDINATORS:

1. L. V. Suresh Kumar, Assistant Professor, EEE Department
2. G. Neelima , Assistant Professor, CSE Department
3. U.Sudhakar, Assistant Professor, Mechanical Department
4. Ch.R.Vinod Kumar, Assistant Professor, IT Department
5. Dr. R.L.Naidu, Professor, BS&H Department

Students:

| S.no | JNTU no | Name of the student | Gender | HOSTELER/DS | Activity |
|------|------------|-----------------------|--------|-------------|-----------------|
| 1 | 14341A0431 | D. VAMSI KRISHNA | M | DS | DANCE |
| 2 | 14341A0336 | G. SRIKANTH | M | DS | DANCE |
| 3 | 14341A0147 | SK.M.JILANI KARIMULLA | M | HOSTELER | DANCE |
| 4 | 14341A05E9 | SK. AIZAZ AHAMMAD | M | HOSTELER | DANCE |
| 5 | 14341A0409 | B. DEEPAK KUMAR | M | DS | DANCE |
| 6 | 13341A0579 | K. PRUDHVI | M | HOSTELER | DANCE |
| 7 | 13341A0204 | A.S.N. SHIVA | M | HOSTELER | DANCE |
| 8 | 14341A3401 | A.V.PAVAN KUMAR | M | HOSTELER | DANCE |
| 9 | 14341A04C3 | P.CHANDRA SHEKAR | M | HOSTELER | DANCE |
| 10 | 13341A0241 | J.MAHESH | M | DS | DANCE |
| 11 | 13341A0375 | N.ROHIT NAYAK | M | DS | DANCE |
| 12 | 14341A05F1 | S.HEMANTH REDDY | M | DS | DANCE |
| 13 | 13341A0415 | B.SHIVA | M | HOSTELER | DANCE |
| 14 | 13341A0377 | P.M.V.RAVI TEJA | M | DS | DANCE |
| 15 | 13341A0260 | M.SAI SAHI | M | HOSTELER | DANCE |
| 16 | 13341A03A6 | T.N.S.KRISHNA TEJA | M | HOSTELER | DANCE |
| 17 | 12341A1228 | L.AKHILA | F | HOSTELER | DANCE |
| 18 | 12341A05A8 | T.HARSHITHA | F | DS | DANCE |
| 19 | 13341A0580 | K.SRIJA | F | HOSTELER | DANCE |
| 20 | 13341A0828 | R.NIKHILA APARNA | F | HOSTELER | DANCE |
| 21 | 13341A1235 | D.VAISHNAVI | F | HOSTELER | DANCE |
| 22 | 14345A0420 | N.NAGA JEEVITHA | F | DS | DANCE |
| 23 | 14341A0410 | B.SANTHOSHI | F | HOSTELER | DANCE |
| 24 | 14341A0463 | K.NIROSHA | F | HOSTELER | DANCE |
| 25 | 14341A1223 | N.SAI SAMAIKHYA | F | HOSTELER | DANCE |
| 26 | 14341A0597 | M.DIVYA | F | HOSTELER | DANCE |
| 27 | 14341A0581 | K.G.R.SHIVANI | F | HOSTELER | DANCE |
| 28 | 14341A05C2 | P.HARI CHANADANA | F | HOSTELER | DANCE |
| 29 | 13341A0421 | B.TEJASWINI | F | HOSTELER | DANCE |
| 30 | 14341A0425 | CH.DEEPIKA | F | HOSTELER | DANCE |
| 31 | 14341A0413 | B.RAJ SANTHOSHI | F | HOSTELER | DANCE |
| 32 | 14341A0247 | K.BHARANI JAGADAMBA | F | HOSTELER | DANCE |
| 33 | 14341A3421 | M.VAMSI KRISHNA | M | HOSTLER | CAMERA MAN |
| 34 | 14341A0339 | J.REVANTH VARUN | M | DS | CAMERA MAN |
| 35 | 14341A3414 | A.S.A.K.RAJU | M | HOSTLER | CAMERA MAN |
| 36 | 14341A0119 | I.YASHWANTH KUMAR | M | HOSTLER | CAMERA MAN |
| 37 | 14341A0559 | J.NIKHIL | M | DS | CAMERA MAN |
| 38 | 14341A0579 | K.DURGA PRASAD | M | DS | CAMERA MAN |
| 39 | 14341A0587 | L.SURYA KIRAN | M | DS | CAMERA MAN |
| 40 | 14341A1230 | R.R.ROHIT | M | HOSTLER | COORDINATOR |
| 41 | 14341A1219 | M.SANTHOSH KUMAR | M | HOSTLER | SYSTEM OPERATOR |


Coordinator Admission Committee

Rajam

Dt: 21-01-2017

To

The Vice-Principal

GMR Institute of Technology

Rajam

Sub : Promotional activity (Flash mob) bills – Submission – Reg.

Respected sir,

In the view of our college promotional activity and with your permission, we have successfully conducted flash mob with our GMRIT students at Visakhapatnam. I am here with submitting the details of amount spent and the bills related.

| | | |
|---|-----|---------------|
| Fee for venue (CMR Central) utilization | | Rs. 10,000.00 |
| Flexi cost | | Rs. 976.00 |
| Snacks for 50 members | | Rs. 1000.00 |
| Dinner for fifty members | | Rs. 5,170.00 |
| | | ----- |
| Total Amount spent | | Rs. 17,146.00 |
| | | ----- |
| Advance against expenditure taken | | Rs. 26,000.00 |
| Amount spent | (-) | Rs. 17,146.00 |
| Amount returning | | Rs. 8,854.00 |

Kindly forward this letter to accounts department to check the bills and clear the advance taken Rs. 26,000 for the purpose of flash mob expenditure.

Thanking you sir,

Yours truly


Dr. R. L. Naidu

21/01/17.

Coordinator, GMRIT Promotional Activities



