



Date: 22.12.2016

To,  
The Management  
PESIAMS  
Shivamogga

Dear Sir,

Sub: Requisition to Industrial Visit for IV and VI semester BCA students – Reg

With reference to the above subject, we are interested to organize a one day Industrial Visit for both IV and selected VI Semester BCA students in order to gain knowledge on working aspects and get an exposure of different functional areas of a reputed IT organization, Infosys, Mysuru Campus on 28.01.2017. The entire cost will be borne by the students. We request you to kindly permit 50 students along with 3 faculty members to visit the Company. The Permission letter received from Infosys, Mysuru is also enclosed herewith.

Kindly do the needful and oblige.

Thanking You,

Yours truly,

*Roopa D. S.* 22/12/2016  
Roopa D. S.  
Head, Department Of BCA,

*S. R. Nagaraja*  
S. R. Nagaraja  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sugar Road  
SHIVAMOGGA-577 204

Approved / Not Approved

26/12/16

Management

Note:

\*  
Principal, PESIAMS  
has to ensure  
no same.

Dear Sir/Madam,  
This may pl. be permitted, subject  
to collecting "Parent Willingness Certificate"  
and "Risk & Volunteer Certificate" by all  
100 students.  
S. R. Nagaraja  
26/12/16



Date:5.12.2016

Email-id: <Marina\_Mathew@infosys.com>  
Respected Sir,

With reference to the above, we are happy to introduce ourselves as a reputed institute "PES Institute of Advanced Management Studies" at Shivamogga city offering U G Courses and M.Com Program. As a part of industry institution interaction there is a strong need to understand the way an IT organization works. Hence, BCA students of our institute want to visit your organization. It will also be helpful for our students to gain practical experience and working aspects of your esteemed organization and get an exposure of different functional areas.

We request you to kindly permit our students along with the faculty members (60 to 80 students and 04 faculty coordinators) to visit your organization on January Last week Preferably 28<sup>th</sup> January 2017 Morning Session. Kindly do the needful and oblige.

Thanking you,

Yours truly,

Roopa D. S.  
Head of The Department,  
BCA Department  
PESIAMS,  
Shivamogga  
Mobile No.:8095097770

  
**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204



Dear Madam,

Greetings from Infosys, Mysuru Campus and thank you for writing in.

It is our pleasure to do the required in arranging the visit for the benefit of your students. We shall give you the slot for the 28<sup>th</sup> Jan but the total participant number will be restricted to 62 (60 students and 2 staff).

Kindly revert confirming the same at the earliest and I shall get back to you on further details.

Thank You!

Best Regards,  
Marina  
+919482602953

Marina Mathew <[Marina\\_Mathew@infosys.com](mailto:Marina_Mathew@infosys.com)>

**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204



**From:** Marina Mathew

**Sent:** Monday, January 09, 2017 6:14 PM

Dear Madam,

Greetings from Infosys, Mysore Campus!

We look forward to having you all at our campus on the 28<sup>th</sup> Jan 2017.

Please ensure that the staff and students are assembled at Infosys Gate-2 between 9.00 AM - 9.15 AM and stick to the timings on the 28<sup>th</sup> Jan.

**Agenda :**

- 9.15 AM – 9.30 AM : Security Check
- 9.45 AM – 11.00 AM : Campus Tour
- 11.00 AM – 11.15 AM : Break
- 11.15 AM – 1.30 PM : Induction and Interaction
- 1.30 PM – 2.00 PM : Exit

**Please Note :**

- Students and staff are required to carry a valid id proof (college id card/voter's id/adhaar card/driving license).
- Maximum allotted time for reporting due to unforeseen circumstances is 9.30 AM after 9.30 AM, we regret to say that you will not be permitted inside the campus.
- Cameras are permitted, however food/beverages are not allowed inside the campus.
- Visit is strictly restricted to a campus tour and a planned interactive session and not into any working area.

You can reach me at +919482602953/+917026927411 for any clarifications.

Thank you!

Best Regards,  
Marina  
+919482602953

**Principal**

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**Estimated Budget**

Proposal 1 : Utilizing College Bus		Proposal 2 : Hiring Private Bus	
	To Borne by Students		To Borne by Students
College Bus 32/- Per Km ( 550 Kms * 32/- )	17,600/-	Private Bus 35/- Per Km. 1 Bus required ( 550 Kms * 35/- )	19,250/-
Accommodation ( 140/- * 56 )	7,840/-	Accommodation (140/- * 56)	7,840/-
DA for Faculty (3 * 300 )	900/-	DA for Faculty (3 * 300 )	900/-
DA for Driver-As per Norms of institution	500/-	DA for Driver	750/-
Others (Rounded off) (Pooja expenses + First Aid etc.)	1,000/-	Others (Rounded off) (Pooja expenses + First Aid etc.)	1,000/-
Parking Fees	500/-	Parking Fees	500/-
<b>Total</b>	<b>28,340/-</b>	<b>Total</b>	<b>30,240/-</b>

\*Budget estimation doesn't involve Food expenses, parking and Entry Fees

**Expenditure (Approximate in Rs.)**

Expenditure Total	28,340/-
Amount to be Collected from Each student	540/-
<b>Total Amount to be collected</b>	<b>540/- * 53 = 28,620/-</b>
<i>Expenditure Excluded To Borne by Students separately</i>	
Food Expenses	

<b>Faculty Accompanying</b>	VI Sem	Roopa D. S.	8095097770
	&	Prashanth Kumar R	7892220209
	IV Sem	Ashwini E M	9986600102
Financial Accountability	Roopa D. S. & Prashanth Kumar R		
Number of Students	Total 53		

**Hotel Details**

<b>Hotel Luciya International,</b> No. 1771, Urs Complex, Sardar Patel Road, Near Prabha Theater, Mysore	Contact Person: Dinesh Mobile No.: 9964427293 Mail - Id: hotelluciyamysore@gmail.com
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Kindly do the needful and oblige

*Roopa D. S.*  
Roopa D. S.

Head, Department Of BCA,

Head of The Department

Department of Computer Science

PES Institute of Advanced Management Studies

SHIVAMOGGA-577 204

*S. R. Nagaraja*

Principal

**Principal**

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