



KATHMANDU UNIVERSITY

SCHOOL OF ENGINEERING

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

PROPOSAL

TO ORGANIZE A Welcome PROGRAM 2024

SUBMITTED TO

Dr. Ram Kaji Budhathoki

Associate Professor

Head of the Department

DoEEE

SUBMITTED BY

II Year Students

March 2024

13 March 2024

Assoc. Prof. Dr. Ram Kaji Budathoki,
Head of Department,
Department of Electrical & Electronics Engineering
School of Engineering
Kathmandu University

Subject: A Proposal to Organize Welcome Program 2024

Dear Sir,

This is a proposal for organizing the Welcome (Freshers' Day) for the students of Electrical & Electronics Engineering batch 2023. This program targets to welcome the freshers, this program will also help to build up the companionship and mutual understanding amongst the senior and junior batches.

We look forward for your suggestions, approval, and support regarding our proposal.

Sincerely,

II-year Representatives

ABSTRACT

With the objective of socializing the freshers with the environment of Kathmandu University and sincere motive to maintain mutual understanding and brotherhood with them, we, the students of II-year are planning to conduct a Welcome Program for freshers on 22nd March 2024.

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1) INTRODUCTION

Relation development and cooperative working are the important aspects of the education and the working environment. Targeting this objective, various interactive and entertainment programs are organized. In the same run, we, the students of Electrical & Electronics Engineering II-year have proposed to organize the welcome program for the freshers.

This program intends to build up a cooperative environment among the students of Electrical & Electronics engineering and thus helping the fresher to cope with the academic and the entertaining environment of Kathmandu University and Department of Electrical & Electronics Engineering.

2) OBJECTIVE

- To organize and conduct a Welcome program on 22nd March 2024 at CV Raman Auditorium or West Wing Multipurpose Hall for Electrical & Electronics Engineering freshers.

3) DISCUSSION

The program shall be organized by the II-year students of Electrical & Electronics Engineering at the CV Raman Auditorium or West Wing Multipurpose Hall. The program will last for approximately 6 hours.

This program will include some speeches and several artistic performances from the students giving a platform for them to present their talent other than academic excellence. It includes

- Speech from teachers and senior(s)
- Musical performances
- Dance performances
- Others

4) BUDGET ESTIMATION

Expenses

Incorporating the students of both Electrical & Electronics Engineering batches 2022 and 2023, the expenses for the forthcoming Welcome Program are categorized in the following sub-groups. The expenses for the program are as follows:

S.N.	Particulars	Estimated Expenses (Rs.)
1	Musical Instruments/ Sound System/Dress for Cultural Program	25,000.00
2	Lunch (Veg & Non-veg) I Year Students: 62 II Year Students: 69 Faculties/Performers: 60 Total: 191	55,000.00
S3	Miscellaneous Expenses	5,000.00
	TOTAL	85,000.00

5) CONCLUSION

The purpose of this program is to develop a friendly and cooperative environment to showcase versatility of the students. The event is well planned with the uniform distribution of the workload among the students for the conduction of program. Budget collection and management of infrastructures as well as the practices for the performances are ongoing.

The sooner the proposal gets accepted, the faster the management team can head towards booking the hall and start making necessary preparations.