

**DEPARTMENT OF HUMANITIES
AND SCIENCES**

Vysapuri, Bandlaguda Post:Keshavgiri,
Hyderabad-500 005, AP INDIA
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Website: www.mist.ac.in

MAHAVEER

INSTITUTE OF SCIENCE & TECHNOLOGY

Approved by AICTE, Affiliated to JNTUH,Hyd.



DATE: 08-10-2019

To
The Principal
Mahaveer institute of science and technology
Bandlaguda
Hyderabad.

Subject: Seeking your approval and permission to conduct FDP on "**How To Write The Research Papers**" -Regarding

Sir,
We the department of H&S of MIST are planning to conduct a FDP on "**HOW TO WRITE THE RESEARCH PAPERS**" on 15-10-2019 in our campus. A research paper is a type of academic writing that provides an in-depth analysis, evaluation, or interpretation of a single topic. This FDP helps in understanding the importance and procedure of writing Research Papers.

Please grant permission and approve the budget for conducting the FDP.
Thank you sir.

Enclosures: 1. Draft copy of proposed Budget

Rajendra Goud
Coordinator

Dr M Pratibha
HOD H & S

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The proposed budget :

Sno	Description	Price	Quantity	Amount
1	Printing of Brochures	15	100	1500
2	Snacks	50	100	5000
3	Certificates for Participants & guest	10	100	1000
4	Mementos, Shawls	2000	1	2000
5	Batches	10	10	100
6	Banners	1200	2	2400
7	Video Coverage and Photography	-	-	5000
8	Miscellaneous	-	-	3000
Total Amount				20000/-

Rajendra Goud
Coordinator

Dr M Pratibha
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Activity Name: FDP

Title Name: HOW TO WRITE THE RESEARCH PAPERS

Date of Event: 15/10/2019

Name of Organizing Department: H&S

Name of coordinators : Dr M Prathibha

Name & Designation of Resource Person:

1.Dr S Murali, Prof. & HOD-MECH

2.Dr B Nageswar Rao, Prof.-MECH & IQAC -Coordinator

Session : 9:45am to 1:30 pm

FDP Summary :

1. Choose a topic.
2. Read and keep records.
3. Form a thesis.
4. Create a mind map or outline.
5. Read again.
6. Rethink your thesis.
7. Draft the body.
8. Revise.

Number Of Participates: 100

@

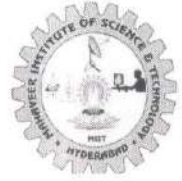
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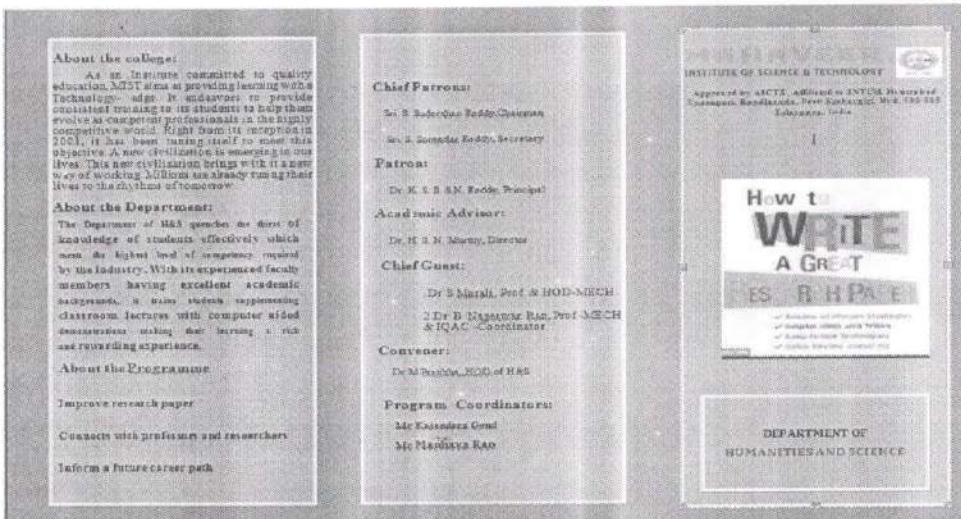


Document Proof:

1. Photo



2. Brochure:



(Handwritten signature or mark)