

Out Word No: 625/28-27

Date: 13/10/26

Office Note: Submitted to the Hon'ble Director.

Subject: Request for Conducting Program on "Reading Inspiration Day"

Respected Sir,

I am writing to formally request permission to conduct the Event on "**Reading Inspiration Day**" वाचन प्रेरणा दिवस within our premises. This event aims to provide valuable insights and guidance to our students and might focus their academic and personal growth.

Event Details:

Event Name : "Reading Inspiration Day"
Date : 15th Oct. 2026.
Duration : 1 Hours
Venue : KCE's IMR, Jalgaon
Organized by : Library
Remuneration : 1000/-

Guest Speaker:

We are pleased to inform you that we have invited to guests from Dr. Annasaheb G D Bendale Mahila Mahavidyalay, Jalgaon.

Guest Name: Dr. J. D. Lekurwale Sir, Asso. Prof. & Head, Dept. of Defence and Strategic Studies, Dr. Annasaheb G D Bendale Mahila Mahavidyalay, Jalgaon. Coordinator, Kanha Lalit Kala Kendra, KCE Society, Jalgaon.

We Kindly request your approval to proceed with organizing event as outlined above. Your support and authorization are vital for the successful execution of this event.

Thank you for considering our request. Looking forward to your positive response.

Warm Regard,



Mrs. Varsha Zanke.

Librarian

KCES's IMR, Jalgaon.

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13/10/26