



St. Bede's College Shimla
(UGC-NAAC "A+" Grade Re-Accredited)

CRITERION 3

3.4.3 NUMBER OF EXTENSION AND OUTREACH PROGRAMS CONDUCTED BY THE INSTITUTION THROUGH ORGANIZED FORUMS INCLUDING NSS/NCC WITH INVOLVEMENT OF COMMUNITY DURING THE LAST FIVE YEARS

**SAMPLE PERMISSION LETTERS FOR ORGANIZING
EXTENSION ACTIVITIES**



St. Bede's College Shimla

To
The Principal
St. Bede's College
Shimla 171002

Date: - 16th February 2023

Subject: Request for Permission to Conduct a Donation Drive for Turkey Disaster Relief Efforts.

Respected sister,

I am writing to request your permission to conduct a Donation Drive for the Turkey Disaster Relief efforts that struck Turkey on 6th February 2023. This donation drive will be organized by the Disaster Management Cell of our college and is scheduled for 15th and 16th February 2023.

I kindly request your permission and support for this important humanitarian endeavor.
Thanking you,

Sincerely,

Dr. Pankaj Aashish
Convener
Disaster Management cell
St. Bede's college Shimla

Principal
St. Bede's College
Shimla

Permission Letter for Donation Drive for Turkey Disaster Relief Efforts



St. Bede's College Shimla

To

The Principal
St. Bede's College
Shimla

Dated: March 9, 2023

Subject: Permission to serve langar by the students at IGMC, Shimla.

I am requesting permission for allowing students and faculty of the Department of Computer Science to go to Indira Gandhi Medical College Langar Hall on March 10, 2023 and March 13, 2023 to serve langar to cancer patients and their attendants.

You are requested to kindly permit our students and faculty to go to IGMC, Shimla.

Yours sincerely

Neha Walia
Department of Computer Science
St. Bede's College, Shimla

Principal
St. Bede's College
Shimla 171002

Permission Letter for Serving langar by the students at IGMC, Shimla

LIST OF STUDENTS FOR MARCH 10, 2023

SR.NO	NAME	CLASS
1	NITIMA MAJU	BCA VITH SEMESTER
2	SAKSHI VERMA	BCA VITH SEMESTER
3	ARUSHI THAKUR	BCA VITH SEMESTER
4	RISHITA VERMA	BCA VITH SEMESTER
5	MUSKAN	B.A. IIIRD YEAR
6	AARSHITA	B.A. IIIRD YEAR

LIST OF STUDENTS FOR MARCH 13, 2023

SR.NO	NAME	CLASS
1	PRIYANKA THAKUR	BCA VITH SEMESTER
2	SAKSHI VERMA	BCA VITH SEMESTER
3	SHATAKSHI	BCA VITH SEMESTER
4	RISHITA VERMA	BCA VITH SEMESTER
5	MUSKAN	B.A. IIIRD YEAR
6	AARSHITA	B.A. IIIRD YEAR
7	ANKITA NEGI	BCA IIND SEMESTER
8	HARDIKA	BCA IIND SEMESTER
9	MAHIMA	BCA IIND SEMESTER
10	MUSKAN	BCA IIND SEMESTER
11	PALAK	BCA IIND SEMESTER
12	SNEHA KALYAN	BCA IIND SEMESTER
13	SNEHA CHANDEL	BCA IIND SEMESTER
14	SEJAL	BCA IIND SEMESTER
15	TANIA	BCA IIND SEMESTER
16	ADITI	BCA IIND SEMESTER

Principal
St. Bede's College
Shimla 171002

List of Students



St. Bede's College Shimla

Dated : July 20,2019

The Principal

St. Bede's College

Shimla-2

Subject: Permission for Van Mahotsav Celebration

Respected Sister

Kindly allow following students list enclosed for participation in tree plantation drive under Van Mahotsav at Chamyana which is scheduled on July 22,2019.

Thanking you

Yours Sincerely

Lutheel Kumar
Programme Incharge

Althami
Officiating Principal
St. Bede's College
Shimla - 2

Permission Letter for Van Mahotsav Celebration

S.N.	Name
1	Harshita Mishra
2	Niharika Jain
3	Drishti Shrivhare
4	Ananya Jayani
5	Harshita Panwar
6	Ishi Bhandari
7	Tina Garg
8	Amisha Chauhan
9	Nikshubha
10	Gunjan
11	Naynika Mohan
12	Tithi Agarwal
13	Tabasum Javid
14	Alaina Lawrence
15	Simran Sharma
16	Vandita Singh
17	Aamna Tyagi
18	Rashi Garg
19	Mehak Sharma
20	Urja Chawla

Lutheel Kumar

Althami
Officiating Principal
St. Bede's College
Shimla - 2

List of Students



St. Bede's College Shimla

To

The Principal
St. Bede's College, Shimla
Subject: Permission Letter

Respected Sister

I am writing to request permission for an extension activity on December 8, 2022

To ensure the successful execution of the extension activity, we kindly request your permission to allow the following students to be a part of the activity.

Activity Name: Mass Awareness Rally against Female Foeticide

Date: December 8, 2022

No. of Students: 29

Yours sincerely

Dr. Shweta Thakur

Enclosure: List of students participated

1. Aditi	17. Shivangi
2. Awantika	18. Shivangi Guleria
3. Chinmay Sharma	19. Shelja
4. Diveshi	20. Shweta
5. Era	21. Swati
6. Isha	22. Khushboo
7. Jasmine	23. Samriti
8. Kaamakshi	24. Priyanka
9. Manisha	25. Divya Thakur
10. Muskan	26. Mohini
11. Mahima	27. Vanshika
12. Preetika	28. Yamini
13. Ridhi	29. Tanisha
14. Roopali	
15. Sakshi	
16. Sanjana	

Principal
St. Bede's College
Shimla 171002

Permission Letter for Mass Awareness Rally against Female Foeticide



St. Bede's College Shimla

To

The Principal
St. Bede's College, Shimla
Subject: Permission Letter

Respected Sister

I am writing to request permission for an extension activity on 24th December, 2021.

To ensure the successful execution of the extension activity, we kindly request your permission to allow the following students to be a part of the activity.

Activity Name: Anti pollution rally on the theme "Anti Pollution Drive"

Date: 24 December, 2021

No. of Students: 27

Yours sincerely

Dr. Shweta Thakur

Enclosure: List of students participated

1. Cdt Abhiramy Biju	14. Cdt Nikita
2. Cdt Angelina Tej	15. Cdt Picksy Janghu
3. Cdt Anjali Kumari	16. Cdt Prapti Mohan
4. Cdt Arushi Awasthi	17. Cdt Priyamvada Thakur
5. Cdt Arzoo Yadav	18. Cdt Ruhani Mepawat
6. Cdt Ananya Sohal	19. Cdt Sneha Dagar
7. Cdt Deepanshi Sharma	20. Cdt Srishti Mehat
8. Cdt Kajal Rana	21. Cdt Suhani Singh
9. Cdt Gyatri Devi	22. Cdt Tamanna Sharma
10. Cdt Ivy Bhattan	23. Cdt Tavishi Chauhan
11. Cdt Ishita Modi	24. Cdt Vishwavandita Chandela
12. Cdt Manasvi Singh	25. Cdt Yamini
13. Cdt Nandini Sharma	26. Cdt Yashrita Sharma
	27. Cdt Yogeshwari Rathore

Principal
St. Bede's College
Shimla 171002

Permission Letter for Anti-pollution Rally on "Anti-Pollution Drive"



St. Bede's College Shimla

To

The Principal
St. Bede's College, Shimla
Subject: Permission Letter

Respected Sister

I am writing to request permission for an extension activity on 20 November, 2021

To ensure the successful execution of the extension activity, we kindly request your permission to allow the following students to be a part of the activity.

Activity Name: Rally Against Drug Abuse.

Date: 20 November, 2021

No. of Students: 18

Yours sincerely 

Dr. Shweta Thakur

Enclosure: List of students participated

1. Rutuja Kulkarni
2. Anjali Kainthla
3. Ananya Singh
4. Riya Verma
5. Maanika Sethi
6. Nikita
7. Sakina Malik
8. Devshree Hada
9. Anoushka Moses
10. Gati Singh
11. Priyangana Dhalta
12. Chinmay Sharma
13. Manisha Sharma
14. Vidhi Sood
15. Ayushi Panwar
16. Anika
17. Varnika Rathour
18. Aishna Rahi



Principal
St Bede's College
Shimla 171002

Permission Letter for Rally against Drug Abuse



St. Bede's College Shimla

To
The Principal
St. Bede's College, Shimla
Subject: Permission Letter
Respected Sister

I am writing to request permission for an extension activity on 13 February, 2020

To ensure the successful execution of the extension activity, we kindly request your permission to allow the following students to be a part of the activity.

Activity Name: MASS AWARENESS CLEANLINESS AND HYGIENE RALLY

Date: 13 February 2020

No. of Students:20

Society: NCC


Yours sincerely

Dr. Shweta Thakur

Enclosure: List of students participated

1. Chavi Tewari
2. Arundhati Chandel
3. Isha Seli
4. Sasha Seli
5. Pronatti Wylie
6. Ananya Dhingra
7. Darashna Bhati
8. Vanshika
9. Jaisal Shekhawat
10. Dhriti Dhir
11. Bhakati Nehraik
12. Ankita
13. Garima Ahuja
14. Anushka Tomar
15. Pooja Singh
16. Pallavi Sharma
17. Gargi Sud
18. Sanchita Thakur
19. Anushka Sharma
20. Zeenat Brar


Officiating Principal
St. Bede's College
Shimla - 2

Permission Letter for Mass Awareness Cleanliness and Hygiene Rally



St. Bede's College Shimla

To
The Principal
St. Bede's College
Shimla

Dated: September 15, 2022

Subject: Permission for organising a seminar for school students on "Computer Awareness"

I am requesting permission for allowing students of BCA Vth semester and B.Sc IIIrd year for organising a seminar for the students of Government Model Girls Senior Secondary School, Portmore, Shimla on September 22, 2022 at 12:00 pm onwards on the topic "Computer Awareness".

You are requested to kindly permit us to take our students to Government Model Girls Senior Secondary School, Portmore, Shimla.

Yours sincerely

Neha Walia
Neha Walia
Department of Computer Science
St. Bede's College, Shimla

Susheel Kumar
Susheel Kumar
Department of Mathematics
St. Bede's College, Shimla

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Principal
St. Bede's College
Shimla 171002

Permission Letter for Organizing a Seminar for School Students on "Computer Awareness"

**LIST OF STUDENTS FOR SEMINAR AT
GOVERNMENT MODEL GIRLS SENIOR SECONDARY SCHOOL, PORTMORE
ON SEPTEMBER 22, 2022 FROM 12:00 PM ONWARDS**

SR. NO.	STUDENT NAME	CLASS
1	SAKSHI VERMA	BCA VTH SEMESTER
2	RISHITA VERMA	BCA VTH SEMESTER
3	DEEPANJALI	B.SC IIIRD YEAR
4	NAVYA	B.SC IIIRD YEAR

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Principal
St. Bede's College
Shimla 171002

List of Students



St. Bede's College Shimla

To
The Principal
St. Bede's College, Shimla
Subject: Permission Letter

Respected Sister

This is to inform you that Community Outreach Cell is organizing an extension activity on 2nd September, 2019. To ensure the successful execution of the extension activity, we kindly request your permission to allow the following students to be a part of the activity.

Activity Name: Nukkad Natak on Personal Hygiene

Date: September 2, 2019

No. of students: 20

Gitanjali Mahendra

Yours faithfully

Dr. Gitanjali Mahendra

Enclosure: List of participants

Aarushi
Anmoldeep Kaur
Astha Gill
Avantika Srivastava
Bhavya Pathania
Chander Jyotsna Negi
Dewanshi Gupta
Diksha Hetta
Geetika Bhatnagar
Jhanvi Aggarwal
Jyoti Chauhan
Merin Josey
Muskaan Mendiratta
Palak Kumar
Paridhi Goel
Rupal Thakur
Simran Kathaik
Shria Chakarborty
Yashasvi
Sakshi

Permission Letter to Perform a Nukkad Natak on Personal Hygiene



St. Bede's College Shimla

To
The Principal
St. Bede's College, Shimla
Subject: Permission Letter

Respected Sister

This is to inform you that Community Outreach Cell is organizing an extension activity on 12th November, 2021. To ensure the successful execution of the extension activity, we kindly request your permission to allow the following students to be a part of the activity.

Activity Name: Nukkad Natak on Disaster Management at Government Model Girls Senior Secondary School Portmore Shimla

Date: November 12, 2021

No. of students: 18

Dr. Mahendra

Yours faithfully

Dr. Gitanjali Mahendra

Enclosure: List of participants

Rhythm Sood	Aditi Bhandari
Anshika Raj Khimta	Abhiramya Biju
Muskan Verma	Aarshita
Anushree Shukla	Manisha Sharma
Mehak Bharwaj	Bhawna Harnot
Roshni Thapa	
Sakshi Chauhan	
Auni Sharma	
Pooja Kumari	
Ananya Vashisht	
Darshleen Kaur	
Aakshi Dharma	
Kajal Rana	

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Principal
St. Bede's College
Shimla 171002

Permission Letter to Perform Nukkad Natak on Disaster Management



St. Bede's College Shimla

To
The Principal
St. Bede's College, Shimla
Subject: Permission Letter

Respected Sister

This is to inform you that Community Outreach Cell is organizing an extension activity on 21st November, 2022. To ensure the successful execution of the extension activity, we kindly request your permission to allow the following students to be a part of the activity.

Activity Name: Silent march against Eve teasing

Date: November 21, 2022

No. of students: 29

Yours faithfully

Preeti Kaundal

Enclosure: List of participants

Name
Sonali Singh
Swati Verma
Shreya Sharma
Shriya Mahendru
Sadhana
Sujal Sharma
Vanshika Sharma
Riya Thakur
Pallavi Thakur
Aastha Sharma
Divya Mangal
Sakshi Chauhan
Khushboo Sharma
Samriti
Priyanka
Diya Thakur
Shrishi Singh
Picksy Janghu
Sherya Mishra

Takshika Thakran
Umang Verma
Tavisha Negi
Reetika Sharma
Arushita Chauhan
Raima Singh
Yaashika Sharma
Muskan Negi
Nihasa
Khushi

Principal
St. Bede's College
Shimla 171002

Permission Letter for Organising a Silent March against Eve Teasing



St. Bede's College Shimla

To
The Principal
St. Bede's College, Shimla
Subject: Permission Letter


Respected Sister

This is to inform you that Community Outreach Cell is organizing an extension activity on 17-18th October, 2022. To ensure the successful execution of the extension activity, we kindly request your permission to allow the following students to be a part of the activity.

Activity Name: Exhibition-cum-sale of products made by inmates of Himachal Pradesh prisons

Date: 17-18th October, 2022


No. of students: 44


Yours faithfully

Preeti Kaundal

Enclosure: List of participants

Anshita	Tanya
Shagun	Mannat
Sudiksha	Prapti
Garima	Arushi Awasthi
Aisha	Abhirami Biju
Srishti	Angelina Tej
Ayushi	Arzoo Yadav
Devanshi	Ananya Sohal
Devyanishi	Kajal Rana
Anushka	Gaytri Devi
Charvee	Ivy Bhattan
Samaira	Ishita Modi
Shambhavi	Manasvi Singh
Sanyogita	Nandini Sharma
Saanvi	Nikita
Sherya	Picksy Janghu
Sharrin	Priyamvada Thakur
Samriti	Sneha Dagar
Kajal	Suhani Singh
Anjali	Tamanna Sharma
Prachi	Yamini
Yogeshwari Rathore	Prapti Mohan


Principal
St. Bede's College
Shimla 171003

Permission Letter to Organise an Exhibition-cum sale of Products made by Inmates of Himachal Pradesh Prisoners



St. Bede's College Shimla

To

The Principal
St. Bede's College, Shimla
Subject: Permission Letter

Respected Sister

I am writing to request permission for an extension activity on 26th August, 2019

To ensure the successful execution of the extension activity, we kindly request your permission to allow the following students to be a part of the activity.

Activity Name: Awareness Raising Program on HIV/AIDS

Date: 26th August, 2019

No. of Students: 7


Yours sincerely

Dr. Shweta Thakur

Enclosure: List of students participated

1. Garima Ahuja
2. Anushka Tomar
3. Pooja Singh
4. Pallvi Sharma
5. Zeenat Brar
6. Gargi Sud
7. Anushka Sharma


Officiating Principal
St. Bede's College
Shimla - 2

Permission Letter for Organising Awareness Raising Program on HIV/AIDS



St. Bede's College Shimla

To

The Principal
St. Bede's College, Shimla
Subject: Permission Letter

Respected Sister

I am writing to request permission for an extension activity on 13th December, 2019

To ensure the successful execution of the extension activity, we kindly request your permission to allow the following students to be a part of the activity.

Activity Name: Cleanliness drive on theme 'MERA SEHAR SAAF HO ISME SABKA HAATH HO'

Date: 13th December, 2019

No. of Students: 6

Shweta

Yours sincerely

Dr. Shweta Thakur

Enclosure: List of students participated

1. Garima Ahuja
2. Anushka Tomar
3. Pooja Singh
4. Pallvi Sharma
5. Zeenat Brar
6. Gargi Sud

Alakhia
Officiating Principal
St. Bede's College
Shimla - 2

Permission Letter for Cleanliness drive on theme "Mera Sehar Saaf Ho Isme Sabka Hath Ho"