

C-2132

07-05-2018

Avadi

Requisition Letter

From

P.Sathyaseelan (TTS 2029)  
Assistant Professor,  
Mechanical Department,  
Veltech Rangarajan Dr.Sagunthala R&D Institute of Science and Technology.  
Avadi,  
Chennai.

To

The Director Academics,  
Through HoD –Mechanical Department,  
Veltech Rangarajan Dr.Sagunthala R&D Institute of Science and Technology.  
Avadi,  
Chennai.

Respected Sir,

Sub: Request for approval to participate in Short Term course- Reg.

G24.0.3

Department of Mechanical Engineering of National Institute of Technology - Rourkela (NIT-Rourkela) is organizing a TEQIP Sponsored short term course on "Advances in Computer Aided Design and Manufacture" from 21.05.2018 to 26-05-2018 (Five Days). I like to attend the course. This course will help me to update my knowledge in emerging trends of CAD/CAM. I will be able to impart these practices while teaching CAD Laboratory course to undergrad students. I herewith attach the brochure of the FDP.

Kindly permit me to attend this workshop which will be useful for improving my teaching skills.

Hence, I request the following:

1. Six Days Special Leave (i.e. 21<sup>st</sup> May to 26<sup>th</sup> May)
2. A sum of Rs.6500/- (Which includes Registration Fees of Rs.2500/- and Travel expenses of Rs.4000/-)

Thanking You,

Yours Sincerely,

P.Sathyaseelan

SL. No. 10  
Ans

Recommended

Forwarded

Prof. Dr. techn  
Director

Veltech Rangarajan Dr.Sagunthala R&D Institute of Science and Technology  
Avadi, Chennai - 600 086