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From

Belgin Paul D L (TTS 2113)

Assistant Professor-Mechanical Engineering

Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology
Avadi, Chennai.

28/04/18

To

The Director-Academics

Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology
Avadi, Chennai.

Respected Sir,

Regd. O. 2

Sub: Requesting 5 days Special Leave and financial support for attending workshop -Reg.

The Department of Mechanical Engineering, Sree Buddha College of Engineering, Alappuzha, Kerala is organizing a one week National level workshop on "Design of Experiments and Optimization Techniques" during 14/05/2018 to 18/05/2018 (5 days).

The topics includes 2^3 factorial design, Response surface design, Taguchi method, Hands on training on design expert, Teaching learning based optimization etc. I wish to enroll myself in the workshop as my area of research is "Tribology In Design Using Optimization Techniques". I am also an active TDI member in our Institution. Participating in this workshop helps me to enrich myself in various teaching learning techniques also. So I humbly request you to sponsor me for this workshop.

Submitted for your kind approval.

1. 5 days special leave from 14/05/2018 to 18/05/2018.
2. Sponsor for Registration fee of Rs.1000 and travel Allowance of Rs.2000

Thanking You.

Yours Faithfully,

(Belgin Paul D L)

Recommended & Forwarded

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Vel Tech
Rangarajan Dr. Sagunthala

Prof. Dr. Koteswara Rao Anna
Director Academics

Vel Tech
Rangarajan Dr. Sagunthala