

From

A.Sathesh kumar(TTS 2117),
Assistant Professor,
Veltech Rangarajan & DrSagunthala R@D Institute of sciences and technology,
Avadi, Chennai-62

To

The Director Academics,
Veltech Rangarajan & DrSagunthala R@D Institute of sciences and technology,
Avadi, Chennai-62

Through the head, Department of mechanical engineering

Respected Sir,

G124.0.3

Sub: : Requesting permission to attend a **Robotics and Mechatronics for Industrial Automation Systems at National Institute of Technical Teachers Training And Research, Chennai, Feb. 19-23, 2018** – reg.

I am willing to attend a **Faculty Development Programmer on Robotics and Mechatronics for Industrial Automation Systems at National Institute of Technical Teachers Training And Research, Chennai, Feb. 19-23, 2018**. This Training will be much helpful for my research work and to pass the same to the engineering students. Hence I request you to kindly permit me to attend the Training with give the special leave from 19-23. 02.2018 (5days).

Hence I request you to kindly permit me to attending above short term course to be held on 19th feb to 23th feb 2018. The fee details for the above course as follows:

1. Registration fee FeeRs 1,750
 2. Travelling Rs1,000-
- Total Rs.2,750

I also request yourself to sanction a sum of Rs.2,750/-

The course details attached for your kind reference.

Thanking you,

14.02.2018
Chennai

Mr. A. Sathesh Kumar as
a M.Tech. faculty with
specialization in Robotics.

He is also in Robotics laboratory. He also
may be permitted to attend
the M.Tech. Robotics.

Recommended

Dr. S. Sathish Chandran
Head, Department
Mechanical Engineering
Vel Tech
Rangarajan Dr. Sagunthala
Institute of Sciences and Technology

Sincerely,
A.Sathesh kumar

19.2
Director Academics
Vel Tech