

C-2480

M. 4000
9/12/18

Date: 26-Nov-18

From

Ms. Vengadeshwari N (TTS 2319)
Assistant Professor, Department of ECE
Veltech Rangarajan Dr. Sagunthala R&D Institute of Science & Technology
Chennai-600 062

To

The Vice Chancellor
Veltech Rangarajan Dr. Sagunthala R&D Institute of Science & Technology
Chennai-600 0062

Through

The Director Academics
Veltech Rangarajan Dr. Sagunthala R&D Institute of Science & Technology
Chennai-600 062

Respected Sir

Sub: Requesting permission to attend FDP (6 days)- Reg

I would like to bring to your kind notice that I am willing to attend Faculty Development Programme on Advanced CMOS Vlsi, organized by NIT Warangal from 03.12.18 to 08.12.18 (6 days). This workshop will be helpful to enrich my knowledge and to help the students in their studies. So, I request you to provide special leave and financial support for the same.

Thanking you

Financial Expenses are as follows,

Registration Fees	: Rs. 2500 /-
Travel Expenses	: Rs. 1980 /-
Total	: Rs. 4480 /-



PAID 4000
ML No.
CHQ. No. 636201
DTD. 15/12/18

Yours Sincerely

Ms. Vengadeshwari N

the request may be considered as per
norms

submitted to Director Academics

A.L.
26.11.18

pay 28/11/18
Dean/for.e.

HOD/ECE

Prof. Dr. techn. Koteswara Rao Anne
Director Academics

Vel Tech

Received
on
29/11/18.