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11/11/18
M. Sood

Chennai
30.10.2018

11/11/18
20/11/18
08/8700

From
A. Vasudevan (TTS 2470),
Assistant Professor, Mech.,
Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology,
Avadi, Chennai-62

To
The Vice Chancellor,
Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology,
Avadi, Chennai-62

Through proper channel

Respected Sir,

Sub: Requesting permission and special leave to attend a National Workshop in SASTRA University Thanjavur.

21/12/18	Dr. J	Sign
Dr. Entd	Name	Sign
Dr. Verified	Name	Sign
Dr. of Filling	Name	

SASTRA University is organizing a one week national Workshop on "Advance in Computational Mechanics" from 10th-15th December 2018. The course will provide an exposure on the computational analysis of fracture mechanics which will be much helpful for my research work and to pass the same to the engineering students. I request you to kindly permit me to attend the course and grant the following:

1. Special leave - 6 days (10-12-2018 and 15-12-2018)
2. Registration fee - Rs. 2500
3. Travelling charge - Rs. 1000
4. Accommodation - Rs. 1500
- Total - Rs. 5000**

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20/11

The course brochure is attached for your kind reference.

Thanking you

PAID

Exam date if any should be attached

Yours sincerely,

Prof. Dr. techn. Koteswara Rao Anne
Director Academics

A. Vasudevan

A. Vasudevan.

PAID Rs. 5000

AL No. 638861
CHQ. No. 20/04/2018
OTD. 20/04/2018

Prof. Dr. A. T. Ravibharan
Head of the Department
Mechanical Engineering

Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Est. by Govt of India, 1984)

Forwarded to DA
16/11/18