

C-2705 - cancelled

LETTER FOR NOT ATTENDING THE GIAN SHORT TERM COURSE

From

27/12/18
23/5/19

M. Sathish Kumar (TTS 2344),
Assistant Professor,
Department of Automobile Engineering,
Vel Tech Rangarajan Dr.Sagunthala R&D Institute of Science and Technology,
Avadi, Chennai.

Chennai
23.05.2019

To

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

Respected Sir,

Sub: Reason for not attending the GIAN short term course – Reg.

I am working as an assistant professor in the department of automobile engineering in our institution. I had applied for the twelve days GIAN short term course on “**ADVANCED INTERNAL COMBUSTION ENGINES**” at **NIT, TIRUCHIRAPPALLI** from **06th to 17th MAY, 2019**. But I was not attended that GIAN short term course due to some unavoidable circumstances. I came to college on those days and worked in our institution. So, I kindly request you to cancel my requisition which was submitted earlier for the GIAN short term course.

Thanking you,

Yours truly,

M. Sathish Kumar 23/5/19
M. Sathish Kumar.

Sr

Kindly approve his
request.

23/5/19

HOD / AIT

Prof. Dr. techn. Koteswara Rao Anne
Director Academics

Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Est. u/s 3 of UGC Act, 1956)