

Requisition Letter

Chennai
16.12.2019

From
A. Vasudevan (TTS 2470),
Assistant Professor,
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 Seminar in St. Joseph's College of Engineering- Reg

St. Joseph's College of Engineering, Chennai is organizing a three days National Seminar on "Efficiency Enhancement through Green Innovation in Manufacturing" from 18th-20th December 2019. This Seminar is sponsored by Department of Science and Technology (DST) Science and Engineering Research Board (SERB). This Seminar will provide the knowledge on emerging green technologies in the manufacturing sector which will be very much helpful for my research work in cavitation water peening process. Hence I kindly request you to permit me to attend the National Seminar and grant the following.

1. Special leave - 3 days (18-12-2019 to 20-12-2019).
2. Registration fee - Rs. 500/-

The seminar brochure is attached for your kind reference.

Thanking you,

Prof. Dr. techn. Koteswara Rao Anne
Director Academics

Yours sincerely,

A. Vasudevan. 16/12/19.

Prof. Dr. K. Ravi Chandran
Head of the Department
Mechanical Engineering

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

Fwd to DR

16/12/19