

04-09-2023

Department Of Mechanical Engineering

From,

Dr. Rajesh Rai
HOD - ME
AJIET, Mangaluru

To,

The Principal,
AJIET, Mangaluru


Subject: Requesting Permission to conduct Workshop on Report Writing Using MS office Tools

Respected Sir,

I am writing to seek your permission to organize a Workshop on Report Writing Using MS office Tools on 30-09-2023 for the final year ME students. The Co- Ordinator's for this workshop are Mr. Prashantha D A & Mr .Harold J Dsouza, Asst. Prof, Dept of ME and the resource person is Dr. Sreejith B K, Associate Professor, Dept. of ME. This workshop will benefit the students in writing their final year project reports and publishing technical papers.

Your approval will significantly benefit our students.


Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006


41/9/23
With regards,
Dr. Rajesh Rai
HOD - ME

H.O.D. - Mechanical Engineering
A.J.INSTITUTE OF ENGINEERING AND TECHNOLOGY
Mangaluru - 575 006. D K., Karnataka