

To
The DPGC
SEE Department
IIT Kanpur

Subject: Apology for Late Submission - Guide Allocation Form

Respected Sir,

I hope this message finds you well, I am writing to extend my sincere apologies for not submitting the guide allocation form by the required deadline. As my supervisor was assigned earlier through online google form and after that Supervisor name was showing in our online record on Pingala portal. I believed that guide allocation process is completed. I take full responsibility for not being aware of the separate guide allocation form requirement and regret any inconvenience it may have caused.

To rectify this situation, I have submitted the form in SEE department office on dated 05/08/2024. I will also ensure that such oversights do not occur in the future.

I genuinely appreciate your understanding and patience in this matter. If there are any additional steps you would like me to take or if there are any further issues that need to be addressed, please let me know.

Thank you for your attention to this matter.

Sincerely,

Yogender Singh Pal

Date

231290021

05/08/2024

M.Tech SEE Department