

01.08/04/2023

To,
Dr. Amit Ganatra sir,
Provost
Parul University

Subject: Request for Permission to Attend Online Program on "Digital VLSI SoC" and Reimbursement of Registration Fees

Respected Sir,

With reference to above subject I am writing to seek your kind permission to attend the upcoming online program titled "Digital VLSI SoC" organized by NASCOM from April 24th to May 7th, 2024. As the Director of the ICT Cell at Parul University, I believe this program holds significant value in enhancing my knowledge and skills in the field of VLSI.

The workshop duration spans over a period of two weeks and promises comprehensive insights into Digital VLSI System-on-Chip (SoC) design. Given the rapid advancements in this domain, staying abreast of the latest trends and technologies is imperative for professionals like myself. Therefore, participating in this program aligns with both my personal development goals and the university's commitment to fostering a culture of continuous learning and innovation.

I have already completed the registration process for the workshop and have paid the requisite fees amounting to **INR 1178, inclusive of GST**. As per university policy, I kindly request reimbursement of this registration fee upon your approval of my participation in the program.

I assure you of my diligence in managing my responsibilities within the university alongside the workshop schedule, ensuring minimal disruption to my regular duties. Moreover, I am willing to provide any additional documentation or information deemed necessary to facilitate the approval process.

I am sincerely grateful for your consideration of my request and eagerly await your favourable response.

Thank you for your time and attention.


Yogesh Parmar

Director, ICT Cell

Parul University

Encl:
(1) Workshop Schedule
(2) Payment Proof.

Approved
He can avail half day leave(s) for class room submission possible.
APG
5.4.2024