Types of letters:

1.Leave letter (LL) for health issues

2.Permission letter (PL) for Id card

3.PL for Beard shaving

4.PL for Shoes

5.PL for Internals/mid exams

6.PL for Record submission (after last date)

7.PL to rest at waiting hall

8.PL for Project work

9.PL for Technical Hub classes

10.PL for NSS camp/others

11.PL for Internships

12.PL for Workshops

13.PL for Long term coaching

14.LL for Someone’s expired

15.LL for Personal problems

16.PL for Paying fees

17.PL for Condonation

18.Official letter (OL) to Exam cell for particular certificates receiving

19.OL to Exam cell and as well as to Management for losing certificates and re-issuing them

20.CL to management for losing things which may be stolen

21.CL to management regarding Ragging

22.Complaint Letter to Placement cell regarding the issues occurred during the written test

23.OL to Placement cell regarding hacker-rank rank card/co-cubes score/active participant in T-Hub

24.OL to Bus In charge for bus facility

25.OL to Bus In charge for applying new Id card

26.CL to Bus In charge complaining about the driver/conductor for not stopping the bus

27.OL to Hostel department regarding fee details when departure from hostel

28.CL to Hostel department regarding food quality

29.CL to Hostel department regarding the timings of food

30.PL to Hostel department for exiting the hostel

31.OL to Fee payment cell for Income Tax

32.OL to Fee payment cell for Education loan

Categories of letters:

1.Leave letters:

1.Leave letter (LL) for health issues

2.LL for Someone’s expired

3.LL for Personal problems

2.Permission letters:

1.Permission letter (PL) for Id card

2.PL for Beard shaving

3.PL for Shoes

4.PL for Internals/mid exams

5.PL for Record submission (after last date)

6.PL to rest at waiting hall

7.PL for Project work

8.PL for Technical Hub classes

9.PL for NSS camp/others

10.PL for Internships

11.PL for Workshops

12.PL for Long term coaching

13.PL for Paying fees

14.PL for Condonation

15.PL to Hostel department for exiting the hostel

3.Official letters:

1.Official letter (OL) to Exam cell for particular certificates receiving

2.OL to Exam cell and as well as to Management for losing certificates and re-issuing them

3.OL to Placement cell regarding hacker-rank rank card/co-cubes score/active participant in T-Hub

4.OL to Bus In charge for bus facility

5.OL to Bus In charge for applying new Id card

6.OL to Hostel department regarding fee details when departure from hostel

7.OL to Fee payment cell for Income Tax

8.OL to Fee payment cell for Education loan

4.Complaint letters:

1.Complaint Letter to Placement cell regarding the issues occurred during the written test

2.CL to management for losing things which may be stolen

3.CL to management regarding Ragging

4.CL to Bus In charge complaining about the driver/conductor for not stopping the bus

5.CL to Hostel department regarding food quality

6.CL to Hostel department regarding the timings of food