1. Compose an email introducing yourself to the class (Salutation can be “Dear Classmates”). Tell us who you are, why you are here, what your goals/dreams are, and how you plan to achieve your goals.

To : [ug2020@iiitvadodara.ac.in](mailto:ug2020@iiitvadodara.ac.in)

From : [202052307@iiitvadodara.ac.in](mailto:202052307@iiitvadodara.ac.in)

Cc :

Bcc :

Subject : Introduction to Classmates.

Dear Classmates!

Hello everyone! My name is Archit Agrawal. I have been selected for B.Tech in IT Branch. I belong to Lakhimpur Kheri, UP. I like playing sports very much , particularly, cricket and football.

I am in this institute to achieve my dream of being a Software Engineer and to learn a lot of other things. There is no such plan that I have made to achieve my goals. I just want it to go with the flow and try my best to achieve my dreams.

Since the institute is not opened in offline mode due to COVID-19 pandemic , I would love to interact with all of you through our mails.

Thank you everyone and hope to meet you soon.

Archit Agrawal

8419034703

Student ID : 202052307

2. There is an error in your grade sheet, write an application to the Registrar's office for

rectifying the same.

To : [Registrar@iiitvadodara.ac.in](mailto:Registrar@iiitvadodara.ac.in)

From : [202052307@iiitvadodara.ac.in](mailto:202052307@iiitvadodara.ac.in)

Cc :

Bcc :

Subject : Error in Grade Sheet

Dear Sir,

With all due respect I want to say that there is some error in my grade sheet. I found out

that grades were overwritten in my grade sheet. I was not able to read what grades I got.

I am attaching an image of my grade sheet.

Attached File : GradeSheet.img

I request you to look into the issue.

Sincerely,

Archit Agrawal

8419034703

Student ID : 202051307

Question No. 3

To : [librarian@iiitvadodara.ac.in](mailto:librarian@iiitvadodara.ac.in)

From : [202052307@iiitvadodara.ac.in](mailto:202052307@iiitvadodara.ac.in)

Cc :

Bcc :

Subject : Regarding NO DUES Certificate.

Dear Sir,

I would like to apologize to you for the Linear Algebra book I was assigned from the library.

I lost the book in hostel. It was in my bag till today but when I reached the hostel I couldn’t

find the book.

Sir, I don’t have enough money to pay for the loss. I would request you to provide me with

the no dues certificate as I need it for my application to apply for scholarship.

It would be really kind of you to help me out.

Sincerely,

Archit Agrawal

8419034703

Student ID : 202051307

4. You have lost your student identity card. Write an email to the Registrar for issuing you a

duplicate identity card.

To : [Registrar@iiitvadodara.ac.in](mailto:Registrar@iiitvadodara.ac.in)

From : [202052307@iiitvadodara.ac.in](mailto:202052307@iiitvadodara.ac.in)

Cc :

Bcc :

Subject : Regarding losing Student ID Card

Dear Sir,

With all due respect I want to say that I lost my Student ID Card in hostel yesterday. I would

like to apologize for the same. I had it till 7:00 p.m. in the evening time and then I lost it

somewhere.

Since I will need a new ID card for institute I request you to make available a new ID card for

me. It will be very kind of you.

Sincerely

Archit Agrawal

8419034703

Student ID : 202052307

5. As a student coordinator you are arranging a Sports festival in the institute, write an email to the

Director seeking permission for the same.

To : [director@iiitvadodara.ac.in](mailto:director@iiitvadodara.ac.in)

From : [202052307@iiitvadodara.ac.in](mailto:202052307@iiitvadodara.ac.in)

Cc :

Bcc :

Subject : Regarding permission for Sports Festival

Dear Sir,

With all due respect I would like to ask your permission for organizing a Inter IIIT Sports Fest

In our institute. The Sports Club has prepared the list of sports and participants. I am

attaching PDF copy of both.

Attached File : Sports.pdf

Attached File : Participants.pdf

Thank you for your time and I look forward to hearing back from you.

Sincerely

Archit Agrawal

Student Coordinator

8419034703

Student ID : 202052307

6. You are a student of HM601 (The Aesthetics of Science Fiction) and you have doubts in

the subject. Write an email to the instructor seeking an appointment from him/her for

clearing your doubts.

To : [faculty@iiitvadodara.ac.in](mailto:faculty@iiitvadodara.ac.in)

From : [202052307@iiitvadodara.ac.in](mailto:202052307@iiitvadodara.ac.in)

Cc :

Bcc :

Subject : Doubts in morning class of Aesthetics.

Dear Sir,

I want to ask you some doubts I have from today’s morning class. As you were discussing

about the movie ‘Interstellar’, that there are five dimensions inside a black hole.

My doubt is that how can we imagine five dimensions in reality and if there really are five

dimensions inside a black hole, then what can be the other two dimensions.

Thank you for your time and I look forward to hearing back from you.

Sincerely,

Archit Agrawal

8419034703

Student ID : 202052307

7. Write an email to the information centre of the city of your choice asking for any information you

require.

To : [kolkata@ic.in](mailto:kolkata@ic.in)

From : [archit1709.2001@gmail.com](mailto:archit1709.2001@gmail.com)

Cc :

Bcc :

Subject : Regarding details about Kolkata

Sir/Mam,

I would request you to provide me information about Kolkata. I would particularly like to know

about hotel facilities, transportation facilities and some good places to visit and make our visit to

Kolkata memorable.

Thank you for your time and I look forward to hearing back from you.

Best Regards

Archit Agrawal

8419034703

Question NO.8

To : swapnillokhande@iiitvadodara.ac.in

From : 202052307@iiitvadodara.ac.in

Cc :

Bcc :

Subject : Application for sick leave.

Dear Sir,

I would like to inform that you that I will not be attending classes for the next week as I have

been infected with COVID-19. I am asked to stay in quarantine in a hospital for a week.

I would rejoin the classes as soon as I will be discharged.

Thank you for your support.

Sincerely

Archit Agrawal

8419034703

Student ID : 202052307