

< College letter head >

Date: xx/Month/2022

To: Whom so it May Concern:

Sub: Appointment of HEI admin

This is to inform that the following Principal/ Dean/ official/ faculty member from our institute has been appointed as College Single Point of Contact (College SPOC) for HEI admin.

Name of Official:

Designation:

Mobile no:

Email id:

(Only 1 SPOC per institute is allowed.)

Sincerely,

< Principal's Name >

Sign/-

The Principal < College Stamp >