

INSTITUTE - LETTER HEAD

Date : <<xxx>>

**Request Letter for establishing NPTEL Local Chapter**

To,

Prof. Andrew Thangaraj,  
NPTEL Coordinator,  
2nd floor, Central Library  
IIT Madras,  
Chennai-600036

Subject: Establishing an NPTEL Local Chapter in our College

We are glad to inform you that we are interested in establishing an NPTEL Local Chapter in our college. Once the request for establishing the local chapter is approved, we shall provide our college logo and SPOC photo.

For NPTEL records, we are hereby providing the details of the Principal of our college.

Principal Name:

Mobile number:

Email id:

Affiliated to (University):

We nominate <<xx>> as the single point of Contact (SPOC), whose details are as follows:

Name:

Designation:

Department:

Email id:

Contact No:

Thank you.

Warm regards

**(Principal – Sign)**