

INSTITUTE - LETTERHEAD

Date : <<xxx>>

Request Letter for establishing SWAYAM NPTEL Local Chapter

To,

Prof. Andrew Thangaraj,
NPTEL Coordinator,
2nd floor, Central Library

IIT Madras,

Chennai-600036

Subject: Establishing an SWAYAM NPTEL Local Chapter in our College

We are glad to inform you that we are interested in establishing an SWAYAM 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:	
Email ID:	
Mobile number:	
Affiliated to (University):	
Institution type:	<< Engineering/Management/Pharmacy/Coaching Institute/Polytechnic/Agriculture/Medical/Media/Designing>>
Institution address:	
Pincode	
City :	
State:	

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

Name:	
Designation:	
Department:	
Email ID:	<<A new mail ID for NPTEL purpose: Google enabled ID>>
Contact No:	<<Only Mobile number >>

Thank you.

COLLEGE SEAL

Warm regards

(Principal - Sign)