



6.3.2. Sample e- Copies of letters Indicating Financial Assistances

Financial assistance for attending FDP/ Workshop/ STTP/Conference

Vijayawada,
Dt: 10/06/2020

Respected sir,

I Lavanya.P.B of Dept. of MBA would like to attend FDP/ Workshop/ STTP/ Conference on the topic Protect Digital Teacher conducted by Loyola Institute of Business Administration, Chennai from 15/06/2020 to 20/06/2020. Kindly grant me the financial assistance of Rs. 2500/- to attend the above mentioned FDP/ Workshop/STTP/Conference.


Faculty Signature

Recommended/ ~~Not recommended~~
Head of the department

To be granted/ Not to be granted
 To be granted
Principal
PRINCIPAL
ANDHRA LOYOLA INSTITUTE OF
ENGINEERING & TECHNOLOGY
VIJAYAWADA-520 008



Financial assistance for attending FDP/ Workshop/ STTP/Conference

Vijayawada,

Di: 18-10-2019

Respected sir,

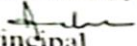
I Dr G Naveen Kumar of EEE department would like to attend FDP/ Workshop/ STTP/ Conference on the topic Emerging challenges in grid integrated renewable energy systems conducted by SRKR Engineering college from 21-10-2019 to 25-10-2019. Kindly grant me the financial assistance of Rs. 1000 to attend the above mentioned FDP/ Workshop/STTP/Conference.


Faculty Signature


Recommended/ ~~Not recommended~~

Head of the department

To be granted/ ~~Not to be granted~~


Principal

PRINCIPAL
ANDHRA LOYOLA INSTITUTE OF
ENGINEERING & TECHNOLOGY
VIJAYAWADA-520 008



To
The Director,
Andhra Loyola institute of engineering and technology,
Vijayawada-8.

Sub: Request to provide Financial Assistance to attend International Seminar reg--

I undersigned Dr.Krishna Rao Gangolu working as a Counseling Psychologist.
There is an **International Seminar on "Cultivating Positivity- Positive Psychology"** organized by School of Behavioral Sciences, Kannur University, Kerala from January 3rd to 5th 2019. In this regard I have to attend, please give the permission and provide necessary financial assistance. The details of expenses are given below. Once the session was over I will submit the necessary bills. Please sanction the money to attend a seminar.

Registration Fee: Rs.1, 000.

Travelling Allowance: Rs. 1,500

Accommodation for 3 days: Rs. 1500

Total Expenses: Rs.4000.

Thanking you Father

Yours Faithfully
G. Krishna Rao
(Dr.Krishna Rao.Gangolu)

Dr. Krishna Rao
27/1/2019

657A



20.06.2018.

To

The Director,
ALIET,
Vijayawada.

(Through HoDECE)

Sir,

sub: Sanction of registration fee towards EPICS
Design Thinking Course, Conference at SRM Uni
versity, Amaravathi, 15-17 July request seq.,

As a culmination of EPICS Design Thinking Course
offered under APSSDC, the participants from consortium
colleges have to submit a poster at International
Conference on Transformations in Engineering Education
at SRM University, Amaravathi during 15-17th July 2018.
A registration fee of Rs 3000/- (Three thousand only)
has to be paid towards the Conference to present the
poster. Hence I request your kindness to sanction
the same. The amount has to be paid to the following

Account:

SRM University - AP

ICICI Bank

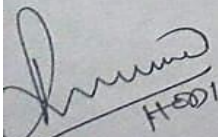
Srinivasa Nagar Bank colony branch
Vijayawada

A/c NO: 665201701080

IFSC code: ICIC0006652

Registration ID: ICTIEEAP2018254

Thanking you Sir,


HoDECE

Yours sincerely

Mohammed Baig
Asst. Prof.



FACULTY DEVELOPMENT PROGRAM on Advances in Computational Fluid Dynamics: Methods and Applications using MATLAB and ANSYS-Fluent (6th May - 11th May, 2019)

Organized by
E & ICT Academy, NIT Warangal
(Sponsored by Ministry of Electronics and Information Technology (MeitY), GOI)

- Name: T. Lakshmi Prasanna Kumar
- Designation: Assistant Professor
- Institution: Andhra Loyola Institute of Engineering & Technology
- Email: kumar.me326@gmail.com
- Mobile No: 9390729787
- DD No/ Online Details:
 - Bank:
 - Date:
 - Amount:

SPONSORSHIP CERTIFICATE
Dr. /Mr. /Ms. T. Lakshmi Prasanna Kumar, employee of our Institute/Organization sponsored to participate in the FDP on Advances in Computational Fluid Dynamics: Methods and Applications using MATLAB and ANSYS-Fluent sponsored by Electronics & ICT Academy during 6th to 11th May, 2019 at NIT Warangal.

- Address for Correspondence: 3-88A, Kayallampeta Degree College Road, Near Rajid Vetapelem, Prakasam, AP.

Signature of Head of Institute
PRINCE B. RAO

- Educational Qualification: M.Tech.
- Subjects taught so far: Heat Transfer, MOS, Metallurgy, Fluid Mechanics & Hydraulic Machinery
- No. of refresher courses/workshops attended: 1
- Experience (in years): 7 years
Teaching: 4 Research: Industry:

Address for correspondence
Post your application form with DD to

Dr. V. R. K. Raju,
Associate Professor,
Dept. of Mechanical Engineering,
National Institute of Technology Warangal
Telangana, India - 506004

- Accommodation required: YES/NO YES
- Do you belong to SC/ST: YES/NO NO

(If yes, please specify and attach a copy of caste certificate to claim the concession)

E-mail the scanned copies of filled-in and duly signed application form along with DD to vrkraj@nitw.ac.in

For more details about Electronics & ICT Academy at NIT Warangal please visit: <https://nitw.ac.in/e-ict>

For more enquiries please contact:
Mobile: 9492416897

Declaration

The information provided is true to the best of my knowledge. If selected, I agree to abide by the rules and regulations of the FDP and shall attend the course for the entire duration. I also undertake the responsibility to inform the Coordinator in case, I am unable to attend the course.

Place: Vijayawada
Date: 05-04-19 Signature of the Applicant

Coordinators

Dr. V. R. K. Raju



31-10-2018.

TO
The Director,
ALIET.

Respected Sir,

I, SP Krishna Mishra along with M. Srinivasa Reddy working as Assistant Professors in Mechanical Engineering Department in Andhra Loyola Institute of Engineering and Technology. We underwent 5-Day Faculty Development program on "PRODUCT DEVELOPMENT ON 3D EXPERIENCE" organised by Swarnandhra College of Engineering & Technology (Autonomous), Narasapur in association with Dassault Systems and APSSDC.

Regarding this, we request you to please approve bill regarding travelling expenses, food and accommodation.

Thanking you,

Sanni Yandl,
1/11/18

Yours Sincere
SPK Mishra,
M. SRINIVASA REDDY
ME Dept,



FDP on 3D Experience by APSSDC

Train tickets

① From BZA to NS	740.00
② From NS to BZA	740.00
③ Miscellaneous	500.00
Total :-	<u>1980.00</u>

Done & verified
1/11/18

S.P. KRISHNA MITRA

16599

R



TO
The Director,
ALIET,
Vijayawada.

Respected Sir,

Sub: Requesting for Registration fee for 1 week FDP on
"Applied Cryptography" @ VVIT.

I Ch. Nagamai, working as Asst. professa in
the department of CSE. I have attended 1 week FDP
on "Applied Cryptography" at VVIT, Guntur, from
12-11-2018 to 18-11-2018. The Registration fee for this
FDP is 2500/-. So, please issue the amount.

Thanking you Sir,

Yours faithfully,

Ch. Nagamai
9493485523.
CSE Dept.

16599



ANDHRA LOYOLA INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi and Affiliated to JNTUK-Kakinada

An ISO 9001 : 2015 Certified Institution

Vijayawada,

Date: 16-05-2018.

To

The Director,
Andhra Loyola Institute of Engineering and Technology,
Vijayawada - 520008.

From,

N. Janardhana Rao,
Head of the Department,
Andhra Loyola Institute of Engineering and Technology,
Vijayawada.

Respected Father,

Subject: Reimbursement of Registration Expenses incurred regarding One Day Workshop on GST: E – Way Bill and Post implementation challenges in GST – reg.,

With reference to the above cited, Department had incurred the following expenditure for attending One Day Workshop on GST: E – Way Bill and Post implementation challenges in GST organised by Confederation of Indian Industry (CII) at Efftronics Systems Pvt. Ltd , Vijayawada on 09-05-2018.

S.NO	NAME OF THE FACULTY MEMBER	REGISTRATION FEE (Rs)
1	N.JANARDHANA RAO	1000/-

Kindly sanction the above amount.

Thanking You Father,

Yours Truly,

Saner: Xani .1

Janardhan
(N. JANARDHANA RAO) 16/05/2018

HOD - MBA



26/4/2018,
Vijayawada.

Director,
Loyola College of Engineering & Technology,
Vijayawada.

Sub: Requesting money for attending the "5-Day National level FDP on "Research, Perspectives on solar PV systems: design, simulation & applications"

I am M.M.Karunakar, working as Asst. professor in your college in Department of EEE. I would like to attend the FDP on "Research perspectives on solar PV systems design, simulation & applications" in SASI INSTITUTE OF TECHNOLOGY ENGINEERING, TADEPALLIGUDEM, West Godavari District" ~~so~~ dated 30th April to 4th May 2018. Please grant me money of 4000 for Registration fee. Which will give me an opportunity to gain more knowledge on latest technologies & developments.

Please do the needful.

Y.C. Ashwin Kumar.

Yours sincerely,
M.M.Karunakar,
Asst. professor.



Vijayawada,

Di 28-10-17.

To

The Director,

ALLET,

VIS-8.

Respected Father.

Sub: Reimbursement of Expenditure for NSI days Expo at
Bongaluru - Bg.

I. S. Mallibharjuna Rao from, ECE and L. Kaura-
tor from EEE dept working as a Assist. prof. we are
attended the NSI days Expo-2017 at Bongaluru, for
that purpose we spent the money Rs 4,780/- : we are
requesting to grant the money whatever we spent if.
we attached the bills and particulars as follows.

Thanking you Sir.

Yours faithfully,

S. Mallibharjuna Rao. S.M.
28/10/17

L. Kaura

Dr. S. S. S. S.
28/10/17



22/11/2017,
Vijayanagara.

Director,
ALLET.

Subject Request regarding issue of money for workshop attended.

Respected father,

I am A. Sekhar Sunil working as Assistant Professor in the department of EEE in requesting you to issue me money that was spent during 28/11/2017 to 21/12/2017 in JNTUK, Vijayanagara for workshop.

Thanking you father

Yours faithfully,

A. Sekhar Sunil

Amount Details

Registration fee -	500/-
Accommodation charges -	500/-
Transportation -	600/-
Total -	<u>1600/-</u>

Y.C. A.S.



**ANDHRA LOYOLA INSTITUTE OF ENGINEERING & TECHNOLOGY
TRAINING & PLACEMENT CELL**

01.15/11/17.

From
S Gandhi Babu,
Asst. Prof. of English
ALIET

To
The Director
ALIET

Respected Father

Sub: Request for reimbursement – Expenditure towards paper presentation – SSN Engg College, Chennai – reg.

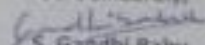
I am here with enclosing the details of the expenses incurred during the paper presentation held on 10th & 11th Nov 2017.

1. Stay	:	1000/-
2. Registration fee	:	1500/-
3. Travel	:	2100/-
Total	:	4600/-

Hence, I request you to reimburse the amount: 4600/-.

Thanking you Father,

Enclosed: Receipts

Yours sincerely,

S. Gandhi Babu
Asst. Prof. of English


18/11/17



Vijayawada
Dt:05-07-2017

To
The Director,
ALIET,
VIJAYAWADA-520 008

Respected Father,

Sub :- Requesting for the expenses towards MOOCS program(JNTUK) - reg

I S.Kishore Babu requesting you to permit me to take an advance of Rs.3000/-
(Rupees three thousand only) towards the expenses for MOOCS program in JNTUK,
Kakinada scheduled on 8th July, 2017.

Thanking you Father,

S.Kishore Babu

Yours Sincerely,

S.Kishore Babu
(S.KISHOR BABU)

Y.C. Ashok Kumar



01/11/17,
vijayawada

To
The Director,
ALIET,
vijayawada.

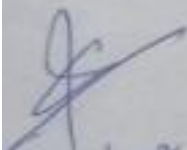
Sub: Regarding FDP registration fee.

sir,

We N. Anusha, M. Subhasree working as Assistant Professors in CSE department attended FDP on IOT & Analytics at Dhanekula Institute of Engineering and Technology conducted by NIT Walangal from 21-10-17 to 26-10-17. The Registration Fee for FDP is Rs. 2,500/-. Kindly, Process the request for registration fee.

2500 x 2 = 5000/- Thanking you,
(with)
①

Yours faithfully
N. Anusha,
M. Subhasree


11/11/17



Date: 22-11-2016

To
The Principal
AIITL

Sub: Approval letter for attending FDP.

Sir,

I, CH. PRANOB KUMAR, working as Assistant professor in department of ECE need an approval to attend to a FDP on **Real Time Applications using LABVIEW** at MVGR College of Engineering, Vizianagaram.

Hence, kindly permit me and sanction 2986/- (Two Thousand Nine Hundred and Eighty Six rupees only/-) for attending the above said FDP on 28/Nov/2016 - 03/Dec/2016.

Thanking you.

Yours faithfully

CH. PRANOB KUMAR.

PRINCIPAL

PRINCIPAL
ANDHRA LOYOLA INSTITUTE OF
ENGINEERING & TECHNOLOGY
WILAYAWADA-520 008.



Date: 30-08-2016

To

The Principal
A I I T.

Sub: Approval letter for attending FDP.

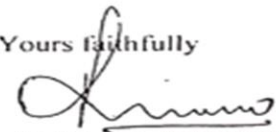
Sir,

I. M. RAMA KRISHNA, working as Assistant professor in department of ECE need an approval to attend the Workshop on **Brainstorming on Innovation in Incubation Centers** at JNTU, Kakinada.

Hence, kindly permit me and sanction 2500/- (Two thousand and Five Hundred rupees only -) to attend the above said Workshop on 1/Sep/2016.

Thanking you.

Yours faithfully



M. RAMA KRISHNA.


PRINCIPAL

PRINCIPAL
ANDHRA LOYOLA INSTITUTE OF
ENGINEERING & TECHNOLOGY
VIJAYAWADA-520 008



Date: 06-02-2017

To

The Principal
A.I.I.T.

Sub: Approval letter for attending Workshop.

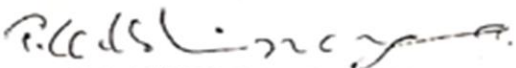
Sir,


I, T. LAKSHMI NARAYANA, working as Assistant professor in department of ECE need an approval to attend the Workshop on - **Research Opportunities in Speech and Language Processing** at Navier Institute of Engineering.

Hence, kindly permit me and sanction 8000/- (Eight thousand rupees only/-) to attend the above workshop on 09/Jan/2017 - 13/Jan/2017.

Thanking you

Yours faithfully


T. LAKSHMI NARAYANA.


PRINCIPAL,
PRINCIPAL
ANDHRA LOYOLA INSTITUTE OF
ENGINEERING & TECHNOLOGY
VIJAYAWADA-520 008.