



E.G.S. PILLAY ENGINEERING COLLEGE(Autonomous)

Nagapattinam – 611 002

(Affiliated to Anna University-Chennai, Approved by AICTE-New Delhi, NAAC "A++" Grade)

Internal Quality Assurance Cell (IQAC)

Even Semester 2024-2025

EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC



From

Name of Coordinators/Convener,
Department Name,
E.G.S. Pillay Engineering College,
Nagapattinam.

To

The Joint Secretary,
E.G.S. Pillay Group of Institutions,
Nagapattinam.

Respected Sir ,

Through Proper channel

Sub: Requisition to Conduct **Workshop/Training/Seminar/Webinar**– Reg.

Body of Message: **Aim, Resource person Event conduction Date, Venue, Mode of conduction and Target Audience details and Requirements**

Thanking you,

Your's Faithfully

Approval Authorities Signature:

1. Head of Department :
2. IQAC Director:
3. Academic Director :
3. Head of Administration:
4. Joint Secretary:

Date:

Place: EGSPEC, Nagapattinam