



**THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI - 625 015**

**Department of .....**

Ref No

Date

To

The Chairman and Correspondent,  
Thiagarajar College of Engineering,  
Madurai - 625015.

Respected Sir,

Sub: Workshop/FDP on .....- Approval-reg

It is proposed to organize a workshop/Training/FDP on “.....”  
during ..... by ..... Department. The expected target audiences are  
..... from .....

Coordinators: (With Designation and Department)

The estimated income and expenditure details are as follows.

**Income:**

- |                                    |       |
|------------------------------------|-------|
| 1. Registration Fee                | = Rs. |
| 2. Expected participants (Numbers) | =     |
| 3. Expected Income                 | = Rs  |

**Expenditure:**

- |                              |      |
|------------------------------|------|
| 1. Expert's Remuneration     | = Rs |
| 2. Course kit & Certificates | = Rs |
| 3. Refreshments and Lunch    | = Rs |

Total Expenditure = Rs

Surplus (Contribution to the College) = Rs

Approval may please be granted to organize this workshop/FDP/Training Programme.

Thanking You,

Recommended and Forwarded

Yours faithfully

PRINCIPAL

HOD

Signature of Coordinators