

Request letter for conducting Comprehensive Viva

Date

From

Name of the Scholar
Registration number,
Department of,
School of,
Kalasalingam Academy of Research and Education.

To

The Director,
Research and Development,
Kalasalingam Academy of Research and Education.

Through

Name of the supervisor,	and	The DRC-Chairman
Designation		Department of,
Department of,		School of,
School of,		

Respected Sir,

Sub: Requisition for conducting comprehensive viva – Reg.

I am *Name and Reg.No of the Scholar* and I have completed my course work and passed all the required Course works, as per the norms. The grade details for the course work have been attached for your kind reference. I have also carried out appropriate and satisfactory preliminary work regarding my research. Hence in this regard, I request you to permit me to appear for Comprehensive Viva in the forthcoming DRC meeting of department. I kindly request you to do the needful.

Thanking You

Yours faithfully

Name and Signature of the Scholar

Enclosure: Grade card of course work
 Proof for preliminary work done with supervisor's signature

Forwarded
(to DRC Chairman)
Name and Signature of
the Supervisor

Recommended and Forwarded
(to Director R&D)
Name and Signature of the DRC
Chairman

(Approved/Not Approved)
Signature of the Director
(R&D)