

Date: 09/12/2019

To,
Registrar,
Swarnnim Start Up & Innovation University,
Gandhinagar

Subject: To provide financial support to faculties for seminar

As per our policy to support faculty to attend conferences & Workshops, the following faculty member have sought approval to attend Seminar on " Advances in HVAC (Heating, Ventilation, and Air Conditioning) Systems " on 10/12/2019. You are requested to kindly approve the financial support.

Requested expenses: Registration Fee/ Travel & Other Expense

I hope you would find everything in order.

This are the list of faculties and their expenses:

1	Prof. ANKIT P PRAJAPATI	5000/-
2	Prof. SHYAM R GUPTA	5000/-

Thank you for considering my request. I am happy to provide any additional information or documentation required to support my application. I look forward to your positive response.

