Date:

To,

The Principal

Karnatak Arts, Science and Commerce College, Bidar

Sub: Request to grant permission to start add-on course on ( name of the course) for the academic year \_\_\_\_: Reg.

Respected Sir,

As per the guidelines issued by IQAC, we would like to start the add-on course on “Course Name” from the academic year \_\_\_\_\_: with intake of \_\_\_\_students. Please permit us to start the add-on course and do the needful.

Thanking You.

 Head

Department of ABC