HOD Copy

From

To

 The Controller of Examinations,

Vellalar College for Women (Autonomous),

Erode – 12.

Through

 The Principal,

Vellalar College for Women (Autonomous),

 Erode – 12.

Respected Madam,

 Sub: Readmission – reg.

Ms. …………………………………………………………………………………… (Reg. No. …………………….………) joined ………………………………………………………. course during ……………..…………. and discontinued her studies during …………………………………… year. Now she has been readmitted to continue her course in this academic year from ………… semester and she has been permitted to follow the …………………….. batch syllabus.

Thanking you,

Yours faithfully,

Place:

Date:

Student Copy

From

To

 The Controller of Examinations,

 Vellalar College for Women (Autonomous),

 Erode – 12.

Through

 The Principal,

 Vellalar College for Women (Autonomous),

 Erode – 12.

Respected Madam,

 Sub: Requisition for rejoining degree course – reg.

I would like to inform you that, I was admitted in the ………………………………………………………………………… degree course in the year ………………….. (Reg. No. …………………….………) and discontinued the same due to personal reasons. Now, I have rejoined the same degree course from …………….… semester and I am willing to take up the syllabus prevalent at the time of my admission.

Thanking you,

Yours faithfully,

Place:

Date: