

Format for covering letter:

From:

Head,
Department of.....
Pondicherry University

To:

The Member Secretary,
IEC (Human Studies)
Pondicherry University

Dear Sir,

Sub: Applications for approval by the IEC (Human Studies) Reg.

Please find enclosed applications received for consideration by the committee forwarded with recommendation for the upcoming meeting. Following are the list of proposals:

Sl. No.	Name of the Student/Scholar	Name of the faculty/Supervisor	Title of the proposal
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Thanking you,

Yours Sincerely,

Signature with date