



College of Engineering Guindy, Anna University

Department of Computer Science and Engineering

Academic Year: 2025

Date: **16/6/2025**

From:

faculty1

Computer Science and Engineering

College of Engineering Guindy, Anna University

Chennai

To,

The Dean

College of Engineering Guindy, Anna University

Chennai

Dear Sir/Madam,

I am requesting On Duty leave as I am going to **conduct** false a **workshop on ai and ml** titled "**AI-ML workshop**". The event is scheduled from **12/6/2025** to **12/6/2025** between **10:00** and **11:00**, spanning a total of **4** day(s). The venue for the event is **Vivek Audi**.

I kindly request you to consider and approve the On Duty leave for the above-mentioned participation.

Thanking you,

Sincerely,

faculty1

Faculty

HOD

Dean
