

Specimen Copy-1

SPECIMEN LETTER FOR SUBMISSION OF PROPOSAL FOR UNDERTAKING NEW
CERTIFICATE/DIPLOMA/PG DIPLOMA COURSES AT CCAE

To
The Director,
CCAe, VU

Subject: “XX” Days/Months Certificate/Short Term/Diploma Course on “XXXXXXXXXX”

Dear Sir,

I/We the undersigned am/are submitting herewith the “XX” Days/Months Course proposal(s) for Certificate/Diploma on “XXXXXXXXXXXX” for your consideration. A brief of the course(s) is/are given below in the CCAE format. The details of the course structure(s) and others will be submitted in due time. Please consider the course(s) and let me/us know earliest.

Thanking You.

Yours Truly,

1. Course Details

Course Name	Eligibility	Duration & (Days/Week) (Hours/Day)	Intake	Tentative Starting Time	Fees	Course Coordinator(s) with Cell No and E-Mail ID