

**REQUEST LETTER FOR CONDUCTING COMPREHENSIVE VIVA**

Date

From

Name of the Scholar  
Registration number,  
Department of .....,  
School of .....,  
Kalasalingam Academy of Research and Education.

To

The Director,  
Research and Development,  
Kalasalingam Academy of Research and Education.

Through

Name of the supervisor,	and	The HoD and SRC-Chairman
Designation		Department of .....,
Department of .....,		School of .....,
School of .....,		

Respected Sir,

Sub: Requisition for conducting comprehensive viva – Reg.

I am *Name and Reg.No of the Scholar* and I have completed my course work and passed all the required Course works, as per the norms. The grade details for the course work have been attached for your kind reference. **Our research work has been accepted/Published in XXX journal/Conference which will be indexed in Scopus and the details is enclosed for your reference.** I have also carried out appropriate and satisfactory preliminary work regarding my research. Hence in this regard, I request you to permit me to appear for Comprehensive Viva in the forthcoming RAC meeting of ..... department. I kindly request you to do the needful.

Thanking You

Yours faithfully

Name and Signature of the Scholar

Enclosure:    Grade card of course work  
                  Proof for preliminary work done with supervisor’s signature  
                  Proof of the Accepted / Published paper

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Forwarded (to HoD) Signature of the Supervisor	Forwarded (to SRC Chairman) Signature of the HoD	Forwarded (to Director R&D) Signature of the SRC Chairman	(Approved/Not Approved) Signature of the Director (R&D)
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