

SPOC Change Request Letter

INSTITUTE - LETTERHEAD

Date : <<xxx>>

To,
Prof. Andrew Thangaraj,
NPTEL Coordinator,
NPTEL, 3rd floor, IC&SR
IIT Madras
Chennai – 600036

Subject: Request for Change of SPOC

We kindly request you to accept our change of SPOC for our college <<College Name>>

Details of Current SPOC

Name:

Mobile number:

Email id:

We nominate<<xx>>as the Single Point of Contact (SPOC), whose details are as follows:

Name:

Designation:

Department:

Email id: (Please give **Gmail** id)

Mobile No:

We request that you kindly update your database accordingly.

Thank you.

Warm regards

(Principal Sign)