APPENDIX I: COVERING LETTER FORMAT

Following letter must be on official letterhead of the concerned college/Institution to be addressed to the ***School of Computer Science*** *of YCMOU.*

To,
The Regional Director, Regional Centre: ____
Yashwantrao Chavan Maharashtra Open University

Subject: Application for the New Learner Support Centre
(LSC Code: ___) of 'Yashwantrao Chavan Maharashtra Open University' for academic programme: ----------
If eligible, you can apply for more than one Programme You must submit **separate** application for **each** Programme.

Sir,
This college/Institution is interested in establishing a Learner Support Centre of 'Yashwantrao Chavan Maharashtra Open University (YCMOU)' for the following academic programme.

- ❑ Programme Code:
- ❑ Programme Name:
- ❑ Student Intake: 60 / 120

Scanned copies of attested photocopies of all specified documents, are inserted in this word document, in the specified order.
We have read all the information about these programmes, given in the Prospectus and Syllabus. We agree to abide by the rules and regulations of the University for these Programmes, prescribed and revised from time to time. We hereby undertake to extend full cooperation and support for the smooth conduct of these academic programmes (including Teaching-Learning, Examination, Assessment and Evaluation), as per the approved rules of the university. We agree that all legal disputes regarding Learner Support Centre and enrolled students shall be subject to Nashik jurisdiction only.
I request the University Authorities to consider our application sympathetically and grant us a Learner Support Centre for above tick marked academic programme.
Thanking you and hope for early favorable replay.

Yours sincerely

(Principal/Head)
Sign with Stamp