< College letter head >

Date: xx/Month/2024

To: Whom so it May Concern:

**Sub: National XR Learning Hackathon: 2025 – Appointment of College SPOC**

This is to inform that the following Principal/ Dean/ official/ faculty member from our institute has been appointed as College Single Point of Contact (College SPOC) for **National XR Learning Hackathon: 2025**.

|  |  |
| --- | --- |
| **Name of Official** |  |
| **Designation** |  |
| **Mobile Number** |  |
| **Email ID** |  |

*(Only 1 SPOC per institute is allowed.)*

We understand that the SPOC will be:

* Single Point of Contact to reach out to regarding any **National XR Learning Hackathon: 2025** related communication to the institute/ student teams from the organizers.
* SPOC will be responsible for nominating teams as per the guidelines below:

 One institute may register up to 10 teams per category.

 Each team will comprise **4 students** and **1 faculty member**.

Sincerely,

< Principal’s Name >

Sign/-

The Principal < College Stamp >