Criterion VI

Governance, Leadership and Management

6.3 Faculty Empowerment Strategies

6.3.2 E copy of letters indicating Financial Assistance to Teachers

SSR Cycle – 3

Since 1881

THE AMERICAN COLLEGE, MADURAI - 625002

(An Autonomous Institution affiliated to Madurai Kamaraj University)

2019 - 20 (1)

J. JOHN SEKAR MA, MPhil, PGDTE (CIEFL), PGDHE (IGNOU), PGDCE (UH) PhD
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administration

The American College
Madurai 625 002
Tamilnadu India
jjohnsekar@gmail.com

Tuesday 3 September 2019

To
Principal & Secretary
The American College
Madurai 625 002.

VR

Dear Sir

Sub.: Request for sanction to attend the international conference-reg.

I attended an international conference in Kuala Lumpur from 22 to 26 August 2019 and presented a research paper, acted as a resource person, and conducted a workshop. I incurred an expenditure of Rs.54,500/- I requested you to kindly sanction Rs.10000 toward registration. I am attaching the receipt here.

Thank you.

Yours sincerely

Dr. J. JOHN SEKAR
M.A.,M.Phil.,PGDTE(CIEFL), PGDHE(IGNOU), PGDCE(UH), Ph.D.,
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administration
The American College, Madurai-625 002

YES

No

Bursar

C. A. Thank.. 10.9.19

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

அனுப்புநர்

முனைவர் ப. அனிபாபு
உதவிப் பேராசிரியர்,
தமிழ் ஆராய்வு மையம்,
அமெரிக்கன் கல்லூரி,
மதுரை - 2.

2019 - 20 (2)

பெறுநர்

முதல்வர் மற்றும் செயலர்
அமெரிக்கன் கல்லூரி,
மதுரை - 2.

மதிப்பிற்குரிய ஐயா,

பொருள்: இலங்கை - யாழ்ப்பாணப் பல்கலைக்கழகம் செல்லுதல் தொடர்பாக.

வணக்கம். நான், எதிர்வரும் டிசம்பர் மாதம் 1, 2 ஆகிய நாட்களில் இலங்கை - யாழ்ப்பாணப் பல்கலைக் கழகத்தில் நிகழவிருக்கும் அனைத்துலத் தமிழ் ஆய்வு மாநாட்டில் கலந்து கொண்டு கட்டுரை சமர்ப்பிக்க விரும்புகிறேன். ஆதலால், கட்டுரைக்கான கட்டணம் & பயணப்படி ஆகியவை தந்து உதவி செய்யுமாறு மிகவும் பணிவுடன் வேண்டுகிறேன்.

- நன்றி -

இப்படிக்கு
பணிவு.

இடம்: மதுரை
நாள்: 16/9/19.

Registration paid by us in cash

இணைப்பு:-
1. அழைப்பு மடல்
2. பணம் செலுத்தியமைக்கான பற்றுச்சீட்டு

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Rs. 5364/- மட்டும்

2019-20 (3)

om

(VR)

Dr.S.C.B.Samuel Anbu Selvan
Assistant Professor
Department of Commerce
The American College
Madurai

To

The Principal
The American College
Madurai

Through

The Head of the Department
Department of Commerce
The American College
Madurai

Respected Sir,

Sub: Requesting to Reimburse the Registration Fees of the International Conference- Reg

I have successfully attended and presented 02 Research Articles in the 4th Annual Research Conference organized by the Trincomalee Campus, Eastern University, Sri Lanka held on 19th to 20th September 2019.

I had paid a sum of Rs. 4,250/- (60 USD) as registration fees for the Conference. Hence I humbly request you to reimburse the registration fees paid for the International Conference.

Thanking you

Yours faithfully,

S.C.B. 3/10/19

(Dr.S.C.B.Samuel Anbu Selvan)

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Place : Madurai
Date : 03.10.2019

Forwarded & Recommended
A. Manikandan
03/10/19

Yes
C.P.

2019 - 20 (A)

From

Dr. A. Joseph Thatheyus
Associate Professor & Head
PG & Research Department of Zoology
The American College
Madurai.

28 September 2019

To

The Principal
The American College
Madurai

Sir

Sub: Requesting reimbursement of Registration fee paid for the International Conference-reg.

I wish to express my sincere thanks for granting permission to present my paper in the "1st International Conference on Recent Trends in Clean Technologies for Sustainable Environment (CTSE-2019)" held at SSN College of Engineering, Chennai on 26 and 27 September 2019. Herewith I have attached the receipt for the Registration fee paid ie Rs.6000/-. I request you to reimburse the Registration fee.

Thanking you

Yours sincerely

(A. Joseph Thatheyus)

Yes.

To Bursar

C.O. Thank.. 1.10.19.

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2019-20(5)

From

M. Rajesh
Assistant Professor
PG & Research Department of Zoology
The American College
Madurai.

28 September 2019

To

The Principal
The American College
Madurai

Sir

Sub: Requesting reimbursement of Registration fee paid for the International Conference-reg.

I wish to express my sincere thanks for granting permission to present my paper in the "1st International Conference on Recent Trends in Clean Technologies for Sustainable Environment (CTSE-2019)" held at SSN College of Engineering, Chennai on 26 and 27 September 2019. Herewith I have attached the receipt for the Registration fee paid ie Rs.6000/-. I request you to reimburse the Registration fee.

Thanking you

Yours sincerely

(M. Rajesh)

YES

To Bursar

C.A. Ref... 1.10.19

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2019 - 20(7)

26

From

D. David Jebaraj
Assistant Professor - Physics
The American College
Madurai – 2.

VR

To

The Principal & Secretary
The American College
Madurai – 2.

Respected Sir,

Five of our Faculty went to Bishop Heber College, Tiruchirappalli to attend a one day workshop on Basics of Accreditation organized by AIACHE on 30/11/2019. We spent Rs. 4445/- (Rs. Four Thousand Four Hundred and Forty Five Only) for registration, travel and refreshment. So we kindly request you to reimburse the above amount.

Thanking you.

Madurai
2/12/2019

Yours faithfully,

Yes

To
Bursar

C.D. 4.12.19

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Soy Sharmila
Jayarani
Preethi
Lourdhu
David Jebaraj

2019-20-(8)

33

Mrs. Joy sharmila
Dept of Zoology
The American College

To

The Bursar
The American College

Madam,

Herewith I am enclosing the travel amount spent towards attending the Sixth Asian Lepidoptera Conservation Symposium at Zoological Survey of India, Kolkata from 20th-21st September 2019.

Yours Sincerely

Joy

Principal

Rs. 5000/- to pay

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

4/10/19.
Madurai

2019-20(9-25)

1/2

From

The Head,

Department of Chemistry,

The American College,

Madurai.

To

The Principal,

The American College,

Madurai.

Respected Sir,

Sub.: Request to provide Registration fee for the Seminar/Conference/Workshop reg.

The Department of Chemistry is organising a National/International Seminar /Conference/Workshop titled 'Frontier areas in Chemistry' on 17-19.7.2019. Hence I request you to kindly provide for financial aid for conduct and registration fee for the following list of faculty members.

Thank you.

List of faculty members:

Dr.TK.Ganesan
Dr.K.John Adaikalasamy
Dr.S.Premsingh
Dr.J.Helen Ratna Monica
Dr.C.Dorothy Sheela
Dr.S.Jemima Balaselvi Juliana
Dr.M.Vathanaruba
Dr.B.Kiruthika Rani
Dr.A.Selvan
Dr.K.Karthik Kumar
Dr.Y.Brightson
Dr.R.Ebenezer
Mr.T.Christopher Jeyakumar
Dr.VR.Nazeera Banu
Dr.A.Jancirani
Ms.Y.Gnana Deepam
Ms.A.Jeba Jenita

Place:

Date:

Yours truly,

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2/2

VR

2019-2020 (Eg-25)

From

K. John Adaikalasamy
Asso. Professor & Head (UG)
Dept. of Chemistry
The American College
Madurai.

To

The Principal & Secretary
The American College,
Madurai.

Dear Sir,

This is to request you kindly to give us Rs. 10,000/- towards the conduct of International Conference on 5th July 2019 by the Dept. of Chemistry.

Thanks.

Yours sincerely
K. John A K.

Madurai.
02.07.2019

Yes
To Bursar
Pl.

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Cdy.

2019-20 – (26-56)

J. JOHN SEKAR MA, MPhil, PGDTE (CIEFL), PGDHE (IGNOU), PGDCE (UH) PhD
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administration

The American College
Madurai 625 002
Tamilnadu India
jeyarajohnsekar@americancollege.edu.in

Monday 27 May 2019

To
Principal & Secretary
The American College
Madurai

Dear Sir

Sub. : Request for grant of registration fees to faculty participants in international seminar-reg.

In collaboration with Anna University, Chennai, the Research Department of English of our college is organizing an international seminar on Globalization of English and Changing Definitions of Proficiency with Prof Suresh Canagarajah, Penn State University, Pennsylvania on Monday 3 June 2019, I request you to kindly grant the registration fee of Rs.500/- to all the faculty members of the department. (31x500/-=15,500)

Thank you.

Yours sincerely

Dr. J. JOHN SEKAR
M.A.,M.Phil.,PGDTE(CIEFL),PGDHE(IGNOU),PGDCE(UH), Ph.D
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administration
The American College, Madurai-625 0

1. Dr. J. Rajakumar
2. Dr. M. Rajendra Pandian
3. Dr. M. Lawrence
4. Dr. J. Paul Jayakar
5. Mr. K. Ravi
6. Mr. C. Joel Gnanadoss Timothy
7. Mr. A. Dinakar
8. Mr. R. Daniel Rubaraj
9. Mr. Thomas K. Varghese
10. Ms. J. Priya Carol
11. Dr. T. Anita Caroline
12. Dr. D. Preethy Johnita Esther
13. Ms. J. Jeyasheela
14. Ms. G. Bercy
15. Ms. J. Hemamalini
16. Ms. J. Rini Joyce
17. Ms. S. Saradha Devi
18. Dr. S. Arockia Nirmal Dorothy
19. Mr. G. Charanya
20. Ms. L. Hemalatha
21. Mr. M. Josiah Immanuel
22. Mr. Joseph E. Ahiman Benitez
23. Mr. J. Moses
24. Ms. S. Daffny Organgemary
25. Dr. Stanely Mohandoss Stephen
26. Dr. G. Dominic Savio
27. Mr. J. John Rajkumar
28. Mr. J. Jeano
29. Ms. M. Shiny Shekinath Bobby
30. Ms. C. Maharani

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2019-20-(57-70)

From

The Head,

Department of Zoology,

The American College,

Madurai.

To

The Principal,

The American College,

Madurai.

Respected Sir,

Sub.: Request to provide Registration fee for the Seminar/Conference/Workshop reg.

The Department of Zoology is organising a National/International Seminar /Conference/Workshop titled 'Wild Life: Threats and Conservation (WTC - 2019)' on 18.10.2019. Hence I request you to kindly provide registration fee of Rs.200 for the following list of faculty members.

Thank you.

List of faculty members:

Dr.A.JosephThatheyus
Dr.E.JoySharmila
Mr.B.Rajesh
Dr.P.Velladurai
Dr.T.FrederickRajkumar
Mr.A.David Antony Raj
Dr.T.Angeline
Dr.SivarubanThambirathinam
Mr.KJ.Dhananjeyan
Dr.P.DailiahRoopha
Mrs.J.Stella Mary
Mrs.B.JenitaSathyaPriya
Dr.H.Raghuram
Mrs.R.Medona Mary

Place:

Date:

Yours truly,

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2019-20(6)

From

D. David Jebaraj
Asst. Professor - Physics.
The American College
Madurai

To The Principal & Secretary
The American College
Madurai

Respected Sir,

Five faculty of our college represented a workshop at Bishop Heber College, Tiruchirappalli organized by UBCHEA on 17/10/2019 & 18/10/2019. For that we spend Rs Four Thousand Seven Hundred and Sixty Seven (Rs 4767/-) for travel and other expenses. So we kindly request you to reimburse the above amount.

Thanking You

Yours faithfully,

Madurai
19/10/2019

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

V. Vathana, Aravindha Selvam, Sanjay, Caleb.

Yes

To Bursar

C.A. Rs: 19.10.19

2019-2020 (75-81)

AIC

MSR

M. Rajesh.
Asst. Professor.
Dept. of Zoology
The American College
Madurai

To

The Bursar.
The American College.
Madurai.

Madam,

I am herewith submitting the travel expenditure bill & attend conference at Chennai. (7 members). The bill covers travel from Madurai to Chennai. kindly reimburse the bill amount to the UAE travel Services.

Thanking you,

Yours Sincerely

8/8/19

(M. RAJESH)

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

9.8.19

2019-20-(82) 34

J. JOHN SEKAR MA, MPhil, PGDTE (CIEFL), PGDHE (IGNOU), PGDCE (UH) PhD
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administration

The American College
Madurai 625 002
Tamilnadu India
jjohnsekar@gmail.com

Friday 3 January 2020

To
Principal & Secretary
The American College
Madurai 625 002

Dear Sir

Sub.: Request for sanction of research grants to present paper abroad-reg.

I presented a research paper titled "Code-Switching as Means of Enhancing English Acquisition" at Bild Bright University, Siem Reap, Cambodia on 13 & 14 December 2019. I request you to sanction the research grant of **Rs.10000** (Ten thousand only) toward the payment of Conference Registration Rs.35,000/-

Thank you.

2019-20-(82)

Yours sincerely

Dr. J. JOHN SEKAR
M.A.,M.Phil.,PGDTE(CIEFL), PGDHE(IGNOU), PGDCE(UH), Ph.D.,
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administration
The American College, Madurai-625 002

To Bursar

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

20/1/2020

Travel Expenditure (2019 - 2020) - 83-8

for

Faculty Development Programme for Young faculty of Colleges and Universities sponsored by United Board for Christian Higher Education

Names of Participants - Dr. Kanakavalli. D
Dr. Amutha. A
Ms. Pauja Carol. J
Ms. Vinitha Mala. A.
Mr. Yesurajan. M.

Registration fee - Rs 500/- x 5 participants
- Rs 2500/-

Travel to Chennai - Rs. 3382 x 5 participants
- Rs 16,910/-

Travel from Chennai - Rs. 2,100 x 3 participants
- Rs 6300/-

Travel from Chennai - Rs 620/- x 1 participant
- Rs. 620/-

Total Expenditure - Rs 26,330 /-

Yours truly,

M. Yesurajan

Vinitha Mala.

D. Kanakavalli

Yes. To Bursar

C.O. Thank..

VR

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

(2019 - 2020 - (88)
35

From

Mrs. J. Stella Mary,
Assistant Professor,
PG & Research Department of Zoology
The American College,
Madurai.

To

The Principal & Secretary
The American College
Madurai

Sir

Sub: Requesting reimbursement of expenditure for the International Symposium – Reg.

I wish to express my sincere thanks for granting permission to present my paper in the International Symposium on Advances in coastal Research held in National Institute of Ocean Technology campus, Pallikaranai, Chennai on 17 -19, December, 2019. I kindly request you to reimburse the expenditure towards registration fee of Rs. 4000/- (Rs. Four Thousand Only). Herewith I have attached the receipt of registration fees for your kind perusal.

Thank You

Yours Sincerely,

Madurai
08.01.2020

J. Stella

(J. Stella Mary)

Forwarded
9/1/2020

10-1-2020

To Bursar

dept budget for funds.

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2019 - 2020 - (89)

From

Mrs. R. Medona Mary,
Lecturer,
PG & Research Department of Zoology
The American College,
Madurai.

To

The Principal & Secretary
The American College
Madurai

Sir

Sub: Requesting reimbursement of expenditure for the International Symposium – Reg.

I wish to express my sincere thanks for granting permission to present my paper in the International Symposium on Advances in coastal Research held in National Institute of Ocean Technology campus, Pallikaranai, Chennai on 17 -19, December, 2019. I kindly request you to reimburse the expenditure towards registration fee of Rs. 4000/- (Rs. Four Thousand Only). Herewith I have attached the receipt of registration fees for your kind perusal.

Thank You

Yours Sincerely,

R. Medona Mary

(R. Medona Mary)

Madurai
08.01.2020

Forwarded.

9/1/2020

10-1-2020

Pay To Bursar

C.D. Mary.

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai

2019-2020 - (90)
37

From

10 January 2020

Dr.P.Dailiah Roopha
Assistant Professor
PG & Research Department of Zoology
The American College
Madurai.

To

The Principal
The American College
Madurai

Sir

Sub: Requesting reimbursement of expenditure for the International Conference - Reg.

I wish to express my sincere thanks for granting permission to present my paper in the **7th India Biodiversity Meet 2019 (International Conference)** held in the Indian Statistical Institute, Kolkata, 19-21 November, 2019. I request you to reimburse the expenditure. Herewith I have given the expenditure details for your perusal.

Thanking you,

Yours sincerely

P. Dailiah Roopha

(P.Dailiah Roopha)

check for previous registration paid

Expenditure details

1.	Registration fee paid	-	Rs. 2,360.00
2.	Travel charge	-	Rs. 10,000.00
3.	Accommodation (5 days)	-	Rs. 5,000.00
	Total	-	**Rs. 17,360**

Forwarded
10/1/2020

10-1-2020

To Bursar

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

From

Dr. C.Dorothy Sheela
Bursar
The American College
Madurai

To

The Principal & Secretary
The American College
Madurai

Sir,

Sub: Financial support to attend Training programme on Educational Management from 10-13 Oct 2019- Reg

I have attended the training programme on Educational Management from 10 Oct 2019 to 13 Oct 2019 organized by AIACHE at New Delhi. Herewith I have enclosed the bills for the registration fee and I request you to reimburse the amount spent fpr attending the above said programme.

Thank you

Madurai
18.9.2019

Yours truly,
C. P. Sheela.

Yes.
To Bursar

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

SBA

2019-2020 - (936/4) 13/8/2019

From

N. Vasanthakumar,
Librarian
The American college
madurai

To

principal & secretary
The American college
madurai.

Respected Sir,

As per our principal's instruction, myself and prof. Justin, commerce dept. will be attending the one day orientation workshop on IRINS@ Inflibnet centre, Gandhinagar, Gujarat on 20/08/2019. So I request to kindly give me an Advance of Rs. 5000/-. It will be settled after completion of the program.

Thanking you

Yours faithfully

(N. Vasanthakumar)

encl: program details

for

C.P. they.. 13.8.19

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2019 – 2020 - (95&96)
45 and 46

1/2

Tuesday, March 3, 2020

From

Dr. A. Martin David
Associate professor and
Head of the Department of Commerce
The American College
Madurai – 2

To

The Principal
The American College
Madurai – 2

Dear sir,

Sub: Request for incidental expenses - Reg.,

As Dr. J. Paul Jayakar & I will be attending the National Workshop on "Leadership Development for Senior Mid-Level Faculty" organised by All India Association for Christian Higher Education and sponsored by United Board for Christian Higher Education in Asia in New Delhi from 05 March 2020 to 08 March 2020, 1 request you kindly to advance a sum of rupees ten thousand towards incidental expenses.

Thanking you,

Yours sincerely,

A. Martin David
03/3/20.

To Bursar

Yes

C.O. Thulp.. 3.3.2020

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2019 - 2020 = (47 - 126)

1/2

From
The Head,
Department of Commerce,
The American College,
Madurai-625002

To
The Principal,
The American College,
Madurai-625002

Respected Sir,

Sub.: Request to provide Registration fee for the seminar/Conference/Workshop reg.

The Department of Commerce is organising a National/ International Seminar/Conference/Workshop titled 'Sustainability, Transformation Development in Business and Management' on 24 January 2020. Hence I request you to kindly provide registration fee of Rs.1,000 for the following list of faculty members.

Thank you.

List of faculty members:

Dr.A.Martin David
Mr.J.Justin Manohar
Dr.Mary Sophia Chitra
Dr.D.Kanakavalli
Dr.A.Hilary Joseph
Mrs.C.Antony Mary Vinothini
Ms.E.Keran Judi
Mr.Ritchie Richardson
Dr.A.Nixon Jesuraj
Dr.P.Mangayarkarasi
Mr.A.Samuel Raj
Dr.T.Gnana Gowsalya
Ms.G.Dhivya
Mr.G.Manuel Gunaraja
Ms.S.Taj Sultana
Dr.R.Manikandan
Mr.R.Sundareswaran
Ms.M.Sally
Dr.K.Bagavathi
M.C.Joselyn Nithya
Ms.N.Bairavi
Dr.D.Jebaselvi Anitha
Dr.S.Raman
Mr.P.Antony raj
Ms.R.Beulah
Mr.N.Vivek
Mr.Mohamed Hussain
Dr.B.Ussaima
Ms.C..Thivia
Dr.R.Arun Sunil Kawaskar

Place:
Date:

Yours truly,

A. Martin David

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2019 - 2020 - 166 - 17

From

The Head,
Department of Zoology,
The American College,
Madurai.

To

The Principal,
The American College,
Madurai.

Respected Sir,

Sub.: Request to provide Registration fee for the Seminar/Conference/Workshop reg.

The Department of Zoology is organising a National/International Seminar /Conference/Workshop titled 'Recent Trends in Biological Sciences (RTBS - 2020)' on 03.02.2020. Hence I request you to kindly provide registration fee of Rs.400 for the following list of faculty members.

Thank you.

List of faculty members:

Dr.A.JosephThatheyus
Dr.E.JoySharmila
Mr.B.Rajesh
Dr.P.Velladurai
Dr.T.FrederickRajkumar
Mr.A.David Antony Raj
Dr.T.Angeline
Dr.SivarubanThambirathinam
Mr.KJ.Dhananjeyan
Dr.P.DailiahRoopha
Mrs.J.Stella Mary
Mrs.B.JenitaSathyaPriya
Dr.H.Raghuram
Mrs.R.Medona Mary

Place:
Date:

Yours truly,

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Dr. A. MARTIN DAVID, Ph.D.
Controller of Examinations
Head, Department of Commerce
+91 94439 19007
controller@americancollege.edu.in

Since 1881

THE AMERICAN COLLEGE
Madurai – 625 002
South India
+91 452 2530070, 2530973
theamericancol@gmail.com
http://americancollege.edu.in

10/7/19

To

The Principal
The American College
Madurai

Through

The Bursar
The American College
Madurai

Respected Sir,

This is to inform that Prof. Dr. Gnanasekar and myself have been invited to the attend the UGC National Workshop on "**Evaluation Reforms**" on 18th and 19th July,2019 , at University of Hyderbad , So I request you to advance Rs.25,000/- (Rupees Twenty Five Thousand only) to meet out the incidental charges for attending the workshop at Hyderbad.

Thanking you

Madurai
10/7/2019

yours faithfully
A. Martin David
10/7.

YES
To Bursar

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

From

J. John Jeya Kamaraj - Chaplain
D. David Jebaraj . Asst. Prof - Physics
The American College
Madurai

To

The Principal & Secretary
The American College
Madurai.

Respected Sir,

We went for an International Workshop at Chennai organized by AIACHE from 6/9/2019 to 8/9/2019. For that we spent Rs Six Thousand Eight Hundred and Seventy five only (6875/-) for registration, travel etc. So we kindly request you to reimburse the above amount.

Thanking you

Yours faithfully.

Madurai
13/9/2019

Yes.
To Bursar

C.P. Clerk 13.9.19

D. DAVID JEBARAJ

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

அனுப்புநர்

பன்னாட்டுக் கருத்தரங்க ஒருங்கிணைப்பாளர்கள்
தமிழ் உயராய்வு மையம்
அமெரிக்கன் கல்லூரி
மதுரை - 02.

பெறுநர்

முதல்வர் மற்றும் செயலர்
அமெரிக்கன் கல்லூரி
மதுரை - 02

வழி

தமிழ்த்துறைத் தலைவர்
அமெரிக்கன் கல்லூரி
மதுரை - 02

மதிப்பிற்குரிய ஐயா,

பொருள் : பன்னாட்டுக் கருத்தரங்க நிகழ்விற்கான செலவுத்தொகை பெறுதல் சார்பு.

வணக்கம், தமிழ்த்துறைச் சார்பாக எதிர்வரும் 2020 ஜனவரித் திங்கள் 6 மற்றும் 7 ஆகிய தேதிகளில் "புலம்பெயர்ந்தோர் இலக்கியம் : மறக்கப்பட்ட வரலாற்றின் மறு உயிர்ப்பு" என்கிற தலைப்பில் நிகழவிருக்கும் பன்னாட்டுக் கருத்தரங்கத்திற்கு நிதி நல்கைப் பட்டியலைத் தங்களின் மேலான பார்வைக்கு இத்துடன் இணைத்துள்ளோம். உரிய தொகை வழங்கி ஆவன செய்யுமாறு வேண்டிக் கொள்கிறோம்.

இடம் : மதுரை
நாள் : 10.12.2019

இப்படிக்கு
ஒருங்கிணைப்பாளர்கள்
1.
2.
3.

இணைப்பு : 1. நிதி நல்கைப் பட்டியல்(Budget)
2. அழைப்பிதழின் மாதிரி

Forwarded
9.12.19

Advance 1,00,000/-
on 12.12.2019
by name Sengol May

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

C.A. Yes..

To Bursar

From

Er.N.Thirupathy Rajan,
Director, Master of Computer Applicaion,
The American College,
Madurai – 625002

To

The Principal and Secretary,
The American College,
Madurai – 625 002

Respected Sir,

Subject: Seeking financial support towards registration fee regarding.

The Department of Computer Science is organising two day International Conference on Digital Transformation on 5th and 6th March 2020. I request you to kindly provide registration fee for those faculty who attend the programme on the above said days.

Thank you

Place: Madurai
Date: 17.12.2019

Yours truly,

(Er.N.THIRUPATHY RAJAN)

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Dr.C.Dorothy Sheela,M.Sc. Ph.D
BURSAR

THE AMERICAN COLLEGE
MADURAI – 625 002.INDIA
Ph:2530070,2530967,2530973
Extn. No.: 304
FAX: 0452 –2520711

Date: 23.09.2019

The Manager,
Indian bank
Tallakulam
Madurai

Sir,

Kindly debit a sum of **Rs.3,000/-** **(Rupees Three thousand *only*)** from **Self Finance A/c 496030759** of our college and transfer the amount as per detail given below through RTGS / NEFT towards Annual subscription for the year 2019-2020.

Infavour of : Madurai Kamaraj University Private Colleges Management Association

Bank Name : State Bank of India

Branch : Pasumalai, Madurai

A/c No. : 30002496456

IFSC : SBIN0002254

Thanking you

Yours faithfully

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

25/9/19

BURSAR
THE AMERICAN COLLEGE
MADURAI-625 002

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Received. On 11/02/19 at 12:30 pm Dr. C.D. Sheela

2018-2019 (34-50)

2/2

From

Dr. C. D. Sheela

Coordinator (UG - SF)

Associate Professor of Chemistry

The American college

Madurai

To

The Principal & Secretary

The American college

Madurai

Dear Sir,

The Department of Chemistry (UG - SF) is conducting one day seminar in "Current Trends in Chemistry" on 20th February 2019 in the Main Hall. I request you kindly to give an advance of Rs. 5000/- towards the expenses.

Thanking you

7th Feb 2019

Yours sincerely

C.D. Sheela

11/2/19

Yes.

To Bursar

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2018-2019 (34-50)

1/2

From

The Head,

Department of Chemistry,

The American College,

Madurai.

To

The Principal,

The American College,

Madurai.

Respected Sir,

Sub.: Request to provide Registration fee for the Seminar/Conference/Workshop reg.

The Department of Chemistry is organising a National/International Seminar /Conference/Workshop titled 'Current trends in Chemistry' on 24.9.2018. Hence I request you to kindly provide for financial aid for conduct and registration fee for the following list of faculty members.

Thank you.

List of faculty members:

Dr.TK.Ganesan
Dr.K.John Adaikalasamy
Dr.S.Premsingh
Dr.J.Helen Ratna Monica
Dr.C.Dorothy Sheela
Dr.S.Jemima Balaselvi Juliana
Dr.M.Vathanaruba
Dr.B.Kiruthika Rani
Dr.A.Selvan
Dr.K.Karthik Kumar
Dr.Y.Brightson
Dr.R.Ebenezer
Mr.T.Christopher Jeyakumar
Dr.VR.Nazeera Banu
Dr.A.Jancirani
Ms.Y.Gnana Deepam
Ms.A.Jeba Jenita

Place:

Date:

Yours truly,

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2018-2019 (2) 51 – 28)

From

The Head,

Department of Commerce,

The American College,

Madurai-625002

To

The Principal,

The American College,

Madurai-625002

Respected Sir,

Sub.: Request to provide Registration fee for the seminar/Conference/Workshop reg.

The Department of Commerce is organising a National/ International Seminar/Conference/Workshop titled 'Innovations in Business and Management' on 1&2 February 2019. Hence I request you to kindly provide registration fee of Rs.1,000 for the following list of faculty members.

Thank you.

List of Faculty members:

Dr.A.Martin David
Mr.J.Justin Manohar
Dr.Mary Sophia Chitra
Dr.D.Kanakavalli
Dr.A.Hilary Joseph
Mrs.C.Antony Mary Vinothini
Ms.E.Keran Judi
Mr.Ritchie Richardson
Dr.A.Nixon Jesuraj
Dr.P.Mangayarkarasi
Mr.A.Samuel Raj
Dr.T.Gnana Gowsalya
Ms.G.Dhivya
Mr.G.Manuel Gunaraja
Ms.S.Taj Sultana
Dr.R.Manikandan
Mr.R.Sundareswaran
Ms.M.Sally
Dr.K.Bagavathi
Ms.C.James
M.C.Joselyn Nithya
Ms.N.Bairavi
Dr.D.Jebaselvi Anitha
Dr.S.Raman
Mr.P.Antony raj
Ms.R.Beulah
Mr.N.Vivek
Mr.Mohamed Hussain

Place:

Date:

Yours truly,

A. Martin David

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

J. JUSTIN MANOHAR, M.Com., M.Phil.
Assistant Professor, Department of Commerce
Coordinator - M.Com
Additional Dean of Academic Advising
+91 99944 00300
justinmanohar@gmail.com

Since 1881

THE AMERICAN COLLEGE
Madurai – 625 002
South India
+91 452 2530070, 2530973
theamericancol@gmail.com
americancollege.edu.in

10 Dec 2018

To

The principal & Secretary,

The American College,

Madurai.

Respected sir,

Sub: Requesting for conveyance to attend Workshop at St. Aloysius' College, Jabalpur.

Myself and Dr. John Sekar, from Department of English are intended to attend workshop organised by UBCHEA (United Board for Christian Higher Education in Asia).

I request you kindly to provide us conveyance and registration fee to attend 2-day workshop on "Revised Assessment and Accreditation Framework for Higher Education Institutions in India" to be held at St. Aloysius' College, Jabalpur, Madya Pradesh during 15 – 16 December 2018.

Yours truly,

(J. Justin Manohar)

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2018-2019 (79-82)

J. JOHN SEKAR MA, MPhil, PGDTE (CIEFL), PGDHE (IGNOU), PGDCE (UH) PhD
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administration

The American College
Madurai 625 002
Tamilnadu India
jjohnsekar@gmail.com

Saturday 3 November 2018

To
Principal & Secretary
The American College
Madurai 625 002

Dear Sir

Sub.: Request for reimbursement of the money spent on attending conference at Coimbatore-reg.

I am herewith enclosing the bills of expenditure incurred on account of attending a workshop on "NAAC Revised Norms and Procedures" organized in Coimbatore by Bharathiar University and Association of Principals of Colleges of Bharathiar University on 26 and 27 October 2018. Dr. J. John Sekar, NAAC Coordinator & Dean, Academic Policies & Administration, Dr. G.C. Abraham, Vice Principal, Dr. K. John Adaikalasamy, Dean for International Exchange & Study Abroad, and Dr S. Rajkumar Immanuel, Dean for Curriculum Development & Research attended the conference. I am also enclosing the registration fee receipt for Rs.5100/- that was paid online.

I request you to kindly reimburse the amount Rs. **12396/-**

1. 9024.00
2. 117.00
3. 971.00
4. 60.00
5. 1944.00
6. 220.00
7. 60.00

12396.00

(Twelve Thousand three hundred ninety six only)

Thank you.

Yours sincerely

3.12.2018

Dr. J. JOHN SEKAR
M.A., M.Phil., PGDTE(CIEFL), PGDHE(IGNOU), PGDCE(UH), Ph.D.,
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administration
The American College, Madurai-625 002

To
Bursar

9/11/18

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

THE AMERICAN COLLEGE

(An Autonomous Institution affiliated to Madurai Kamaraj University)
Re-accredited (2nd cycle) by NAAC with Grade "A", CGPA – 3.46 on a 4-point scale
MADURAI, SOUTH INDIA- 625 002
Phone: (+91) 452- 2530070, 2530973 Fax: (+91) 452-2520711
Since 1881 Email: office@americancollege.edu.in Website: www. ameriancollege.edu.in

SSR Cycle – 3

Criterion VI – Governance, Leadership and Management

6.3 Faculty Empowerment Strategies

6.3.2 **Average number of Teachers provided with financial support for attending Conferences/workshops and towards membership fee of various professional bodies, year wise during the last five years.**

With a vision of strengthening Teaching and Learning process and also to provide global perspective in education, the Officers of the College, Deans and Controller of Examination visited Singapore and attended the Academic Partnership Workshop at Nan yang University, Singapore and Singapore Tamil Asiriyar Kazhagam on 21st & 22nd February 2019.

I hereby certify that the above program was funded (Rs. 1,89,389) by the management and duly audited. No formal certificates were issued to the participants.

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2018-2019 (85-98) 1/2

From

A.Joseph Thatheyus
Associate Professor & Head
PG & Research Department of Zoology
The American College,
Madurai.

Through
Dr. S. Rajkumar Immanuel
Dean for Curriculum Development & Research
The American College
Madurai.

To
The Principal & Secretary
The American College
Madurai.

Sir,

This is to bring it to your kind notice that I have presented my research paper in the **IMRF's 100th International Conference held** at **Goa** during 14-16 March 2019. In this regard, I request you to sanction the amount spent for the registration, travel, accommodation and other incidental expenses.

Registration fee	-	Rs. 9500
Travel	-	Rs. 30000
Accommodation	-	Rs. 1900
Incidental expenses	-	Rs. 1000
Total	-	**Rs. 42,400**

Thanking you for your encouragement in promoting research activities.

Date: 19.03.2019

Yours sincerely,

(A.Joseph Thatheyus)

Place : Madurai

26/3/19

20/03/19

Dr.S.RAJKUMAR IMMANUEL, M.Sc., M.Phil., Ph.D., (Biotech.)
Associate Professor in Botany &
Dean for Curriculum Development & Research
The American College,
Madurai -625 002

To Bursar
Int. Conference allowances only for Reg. fee

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2019-2020 - (92)

From

Dr. E. Joy Sharmila
Dept of Zoology
The American College

To

The Principal
The American College

Sir,

Kindly permit me to attend Post Conference workshop Biology of Butterflies - 2018 (International Conference). This Conference will help to enrich my research experience. The conference is held from 19th to 21st June, 2018 held at Honey Valley Homestay in Kodagu. Kindly consider the same as on-duty.

R&D. Yes. To Bursar

Thanking you

Yours faithfully

Joy Sharmila

19/9/18

15/6/18
Madurai

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2018-2019 (TF) (1)

06.03.2019

From
J.Ebenezar Immanuel
Assistant Professor,
Department of Botany,
The American College,
Madurai-2

To
The Principal & Secretary,
The American College,
Madurai-2

Respected Sir

I have furnished below the details of the expenditure incurred during our visit to Chennai to participate in the planning meeting of "International Conference on Ecological Concerns" organized by CSI- SYNOD which was held on 15.02.2019 (Friday) at CSI SYNOD Office, Chennai. I request you to kindly reimburse an amount of Rs.4927 which was spent for travel and food.

Thanking You.

Yours Sincerely,

06/03/2019.

J.Ebenezar Immanbuel

Encl.

Travel bill
Food bill

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Yes. To Bursar

19/3/19

Train Fare → Rs.4077
+ 140
Auto → Rs 400
Food → Rs 310
Rs. 4927

Mam Permit on 25/03/19

744 DC

J. JOHN SEKAR MA, MPhil, PGDTE (CIEFL), PGDHE (IGNOU), PGDCE (UH) PhD
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administration

The American College
Madurai 625 002
Tamilnadu India
jjohnsekar@gmail.com

Tuesday 12 March 2019

2018-2019 (101-104)

To
Principal
The American College
Madurai 625 002

Dear Sir

Sub.: Request for reimbursement of registration fees and miscellaneous-reg.

I request you to kindly grant reimbursement of the registration fees of our faculty members who attend the national colloquium on Autonomous Colleges Marching toward University Status at St Joseph's College, Trichy on 4 and 5 March 2019 and the miscellaneous bills in connection with attending the colloquium. The following faculty members attended the colloquium.

1. Dr. G.C. Abraham, Vice Principal
2. Dr. J. John Sekar, Dean, Academic Policies & Administration
3. Dr. A. Martin David, Controller of Examinations
4. Dr. K. Gnanasekar, Coordinator, IQAC

Receipts

1.	1	Rs.2000
2.	8	Rs.2000
3.	11	Rs.2500
4.	12	Rs.2000
5.	194	Rs. 280
6.	1184	Rs. 148
7.	1181	Rs. 148
Total		----------
		Rs.9076

16/3/19

(Rupees Nine thousand seventy six only)

Yours sincerely

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

To Bursar

11—16

2018-2019 (105-110)

From

Dr.T.Shylaja (Department of Visual Communication)
Dr.R.Gigi Christobel (Department of Tamil)
Mrs.P.Guna Sundari (Department of Botany)
Mrs. C. Anzline (Department of Physics)
Mr.K.J.Dhananjeyan (Department of Zoology)
Dr.Y.Brightson Arul Jacob (Department of Chemistry)
The American Collège
Madurai-02

To

The Principal & Secretary
The American Collège
Madurai-02

Respected Sir,

Sub: Request to consider our expenses -reg

We kindly inform you that, with your permission we went for workshop which was held at Nesamony Memorial Christian College, Marthandam, Tamilnadu, on 18 & 19th March 2019. We paid our registration fee through NEFT and also spend our travel expenses. I have enclosed the details of the expenses.

We request you to kindly favour and consider our expenses.

Registration fee	
	6x500 = 3000
Travel expenses	
From Madurai to Nagercoil	6x220 = 1320
From Nagercoil to Marthandam	6x24 = 144
From Marthandam to Nagercoil	6x24 = 144
From Nagercoil to Madurai	6x220 = 1320
Total	Rs 5928

Thanking you

Yours faithfully

Madurai
26-03-2019

yes
27/3/19

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

C. Anzline

From

Dr. A. Martin David,
Head, Department of Commerce,
The American College,
Madurai.

To

The Principal and Secretary,
The American College,
Madurai.

Respected Sir,

Ms. Suganya and myself are going to attend Mooc orientation Programme at Hyderabad, I kindly request you to provide registration fee and travel expenses towards attending the same.

Thank you.

Place: Madurai
Date: 23.08.2018

Yours truly,
A. Martin David

Travel expenses
Yes

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2018-2019 (113)

Dr.C.Muthuraja PhD
Head, Post Graduate & Research Department of Economics
The American College, Madurai – 625 002
(M) 09486373765 Email:cmuthuraja@gmail.com

To

Bursar
The American College
Madurai

24.01.2019

Dear Madam,

Thanks for your financial support to participate and present my paper in Annual Conference of Indian Economics Association held at Institute for Studies in Industrial Development (ISID), New Delhi during 14-16, December 2018. I received advance of Rs. 10,000 for travel and registration and I enclosed the vouchers related to my participation (Total expenditure is Rs. 15,628.00 and advance amount received is Rs.10, 000.00). I kindly request you to give balance amount Rs. 5,628.00.

With kind regards

Yours Sincerely

(C.Muthuraja)

Details

1. Travel
Madurai to New Delhi -13.12.2018 - Rs.6, 196.00
New Delhi to Madurai – 16.12.2018 - Rs.6, 432.00
2. Conference Volume - Rs.1, 000.00
3. Conference Registration - Rs.2, 000.00

Total –	Rs. 15,628.00
Advance Received-	Rs.10, 000.00
Balance -	Rs. 5,628.00

24/1/19

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

From

Mrs. D. Lourdu Immaculate
Assistant Professor
Department of Mathematics
The American College,
Madurai

To

The Principal and Secretary,
The American College,
Madurai

Respected Sir,

Subject: Seeking travel expenses to attend the workshop at Jabalpur – reg.

Five of our faculty members Dr.R. Daphine, Mrs. P.Sujana, Dr. S.Stalin Kumar, Mrs. D.Ananda Selvam and myself are going to attend a faculty training workshop organized by UBCHEA at Jabalpur from 23rd October to 26th October. Kindly bear the travel expenses and do the needful.

Thanking You

Place: Madurai
Date: 9.10.2018

Yours truly,

(D.LOURDU IMMACULATE)

YES

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

J. JOHN SEKAR MA, MPhil, PGDTE (CIEFL), PGDHE (IGNOU), PGDCE (UH) PhD
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administration

The American College
Madurai 625 002
Tamilnadu India
jjohnsekar@gmail.com

Monday 22 April 2019

To
Principal & Secretary
The American College
Madurai

Dear Sir

Sub.: Request for reimbursement of registration fee to attend an international conference in Dubai-reg.

I presented a research paper titled *Integration of classroom-based research and research-based teaching: A study in teacher cognition* at the Applied Linguistic & Language Teaching International Conference & Exhibition (ALLT 2019) in **Dubai** from 7 March to 9 March 2019. In this connection, I paid 682.50 Arab Emirates Dirham toward the conference registration. The value of Dirham was 19.54 on 4 February 2019 when I paid online. It amounted to Rs.13336 (Thirteen thousand three hundred and thirty six only). I request you to kindly sanction the amount **Rs.13336/-**

I am attaching the following documents:

1. Invitation letter
2. Receipt
3. Tax invoice

Thank you.

Yours sincerely

Dr. J. JOHN SEKAR
M.A.,M.Phil.,PGDTE(CIEFL),PGDHE(IGNOU), PGDCE(UH), Ph.D.,
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administration
The American College, Madurai-625 002

To
Bursar

22/4/19

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2018-19-Zoo - Coral Reefs 1/2

Dr. A. Joseph Thatheyus
Associate Professor &Head
PG & Research Department of Zoology

SINCE 1881

Madurai – 625 002
Tamil Nadu, India
Email: jthatheyus@yahoo.co.in

25 July 2019

To
The Bursar
The American College
Madurai

Settlement

Madam,

Please find the details of statement of expenditure and bills for the amount Rs.10000/- received in connection with National conference on "Coral Reefs: Threats and Conservation" held on 12 February 2019.

Advance received Rs.10000 /-

Amount spent Rs.10010 /-

Yours sincerely

(A.Joseph Thatheyus)

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

26.7.19

From

The Head

Department of Chemistry

The American College

Madurai

To

The Principal

The American College

Madurai

Respected sir,

Sub.: Request to provide Registration fee for the International Conference reg.

The Department of Chemistry is organizing an "International Conference on Frontier Areas in Chemistry (ICFAC-2018)" on **17-19 July 2018**. Hence I request you to kindly provide financial aid for registration fee of rupees one thousand (Rs. 1000/-) to the faculty members of our department.

Thank you

Place: Madurai

Date: 02.07.2018

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Yours truly,

From

C. D. SHEELA
Associate Prof.
Dept. of chemistry
The American College
MDU-2

To

THE PRINCIPAL
The American College
MDU-2

Respected Sir,

Sub: requesting an advance amount - reg

Kindly advance an amount of Rs. 20000/- towards the expenses of International Conference in chemistry. I shall duly settle the bills after the Conference is over.

Thanking you

Yours sincerely,
C.D Sheela.

MDU-2
5/7/18

To Bursar
HOD

744.

5/7/18

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

From

Mrs. E. Joy Sharmila

UG Head

Dept of Zoology

The American College

To

The Bursar

The American College

Madam

Kindly Sanction an amount of Rs 10,000/- towards conducting the National Conference

Yours Sincerely

19/2/19

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

16/2/19
Madurai

2017-2018 (1-22)

From

The Head,

Department of Mathematics, (U.G.)

The American College,

Madurai-625002

To

The Principal,

The American College,

Madurai-625002

Respected Sir,

Sub.: Request to provide Registration fee for the seminar/Conference/Workshop reg.

The Department of Mathematics is organising a National/ International Seminar/Conference/Workshop titled 'Modern Mathematics and its Applications' on 22&23 January 2018. Hence I request you to kindly provide registration fee of Rs.500 for the following list of faculty members.

Thank you.

List of Faculty members:

Mr.M.Jeyakumar
Mr.J.Jesupaul Thangaraj
Mr.P.Jeyakodi balan
Mr.S.Stephen
Dr.M.Davamani Christober
Mr.A.Chellaram Malaravan
Mr.S.Stalin Kumar
Ms.D.Lourdu Immaculate
Ms.Anandha Selvam
Mr.A.David Christopher
Mr.B.Johnson
Dr.A.Amutha
Ms.A.Vinith Mala
Mr.L.David Raj Kumar
Mr.J.Loyala Foresith Spencer
Ms.S.Baby Stella
Ms.R.Victoria
Mr.A.Antony George
Ms.S.Christy Deva Suba
Ms.R.Daphne Jennifer
Mr.R.Immanuel
Ms.G.K.Cynthiya Megdhalin

Place: Madurai

Date: 08/01/18

Yours truly,

J. Jesupaul T. Raj

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Dr. A. MARTIN DAVID, Ph.D.
Head; Department of Commerce
Director - Satellite Campus
Deputy Controller of Examinations
+91 94439 19007
amartindavid@yahoo.com

Since 1881

THE AMERICAN COLLEGE
Madurai – 625 002
South India
+91 452 2530070, 2530973
theamericancol@gmail.com
http://americancollege.edu.in

09/01/2018

To

THE PRINCIPAL
The American College
Madurai.

Respected Sir,

The Department of Commerce is planned to conduct an One day National Conference on Friday the 16th February, 2018. I request to advance Rs.10,000/- (Rupees Ten Thousand only) in order to meet incidental expenses on account of the conference.

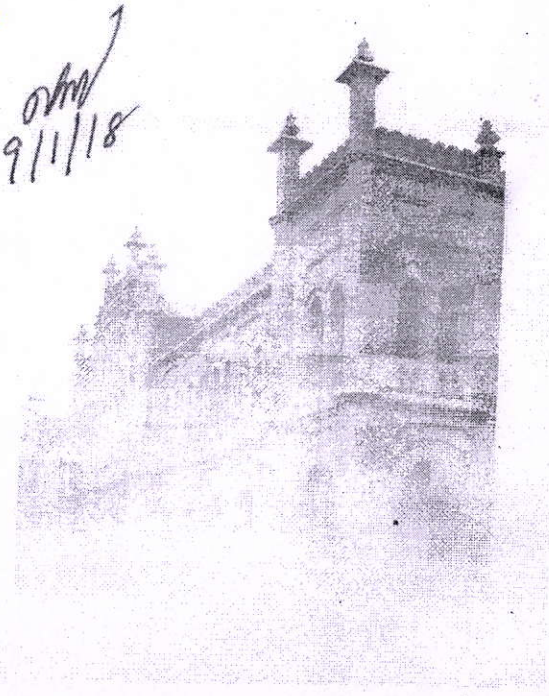
Thanking you,

Madurai.
Date:09/01/2018.

Yours faithfully
A. Martin David

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Yes
To Bursar
9/1/18



From

M. vathanamba
Assistant Professor
Dept of Chemistry
The American College,
Madurai

To

The Principal & Secretary
The American College
madurai

Sir,

Sub: Seeking financial support to attend the workshop on 'sexual harassment of Women at Workplace — ~~reg~~ on 25, 26 Aug 2017-Reg

I would like to thank you for the opportunity given to three of our faculty Dr. S. Jemima Balaselvi Juliane, Mr. J. Justin manohar and ~~Mr.~~ M. vathanamba to attend the workshop on "Sexual harassment of Women at Workplace" organised by AIACHEE at Delhi. I kindly request you to give financial support for travel to attend the workshop.

Thank you,

Yours truly,

madurai
20.7.2017

M. vath

Yes

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2018-2019 2/2
(95-98)

From

M.RAJESH
Asst.Professor
PG & Research Department of Zoology
The American College,
Madurai.

Through
Dr. S. Rajkumar Immanuel
Dean for Curriculum Development & Research
The American College
Madurai.

To
The Principal & Secretary
The American College
Madurai.

Sir,

This is to bring it to your kind notice that I have presented my research paper in the **IMRF's 100th International Conference held** at **Goa** during 14-16 March 2019. In this regard, I request you to sanction the amount spent for the registration, travel, accommodation and other incidental expenses.

Registration fee	-	Rs. 9500
Travel	-	Rs. 30000
Accommodation	-	Rs. 1900
Incidental expenses	-	Rs. 1000
Total	-	**Rs. 42,400**

Thanking you for your encouragement in promoting research activities.

Date: 19.03.2019

Yours sincerely,

Place : Madurai

(M.Rajesh)

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

20/03/19

26/3/19

Dr.S.RAJKUMAR IMMANUEL, M.Sc., M.Phil., Ph.D.,(Biotech.)
Associate Professor in Botany &
Dean for Curriculum Development & Research
The American College,
Madurai -625 002

To Bursar
Int. Conference allowances
only for Reg. fee

2017-18. NC on Impacts of Pollu
on health & Restoration of quality..

1/2

From

Dr. K. Navaneethakannan

Director – PG Dept of MIM

Mr. Andrew Pradeep

Head – UG Dept of Microbiology

The American College,

Madurai.

To

The Principal & Secretary

The American College,

Madurai.

Respected Sir,

In view of the National Conference to be organized between Feb 2nd & 3rd, 2018 in association with the department of Zoology. We kindly request you to sanction the amount of Rs. 10,000/- towards the expenses for the Conference organization.

Thanking You

Madurai

24.01.18

Yours Sincerely

26/1/18

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Dr.J. Helen Ratna Monica, M.Sc.,M.Phil.,Ph.D.
BURSAR

THE AMERICAN COLLEGE
MADURAI – 625 002.INDIA
Ph:2530070,2530967,2530973
Extn. No.: 304
FAX: 0452 –2520711

Date:06.01.2018

The General Secretary
Madurai Kamaraj University Private college Management Association
Nagamalai pudhukottai
Madurai.

Sir,

Sub: Annual membership subscription for the year 2017-18 – Reg.,

---

Herewith we enclose the demand draft for Rs.3,000/- (Indian bank Cheque No.416746 / 06.01.2018) towards annual membership subscription for the year 2017 – 2018.

Kindly acknowledge the receipt for the same.

Thank you

Yours faithfully,

BURSAR
THE AMERICAN COLLEGE
MADURAI

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

From

Dr. A. Martin Daisel,
Assistant Professor,
Department of Commerce,
The American College,
Madurai.

To

The Principal & Secretary,
The American College,
Madurai

Respected Sir,

I would like to attend the ACLP Conference at Hongkong in the month of September, 2016, I kindly request you to kind provide the travel expenses from Madurai to Hong kong and back.

Thank you.

Place: Madurai.

Date: 03.09.2016

yours truly,
A. Martin Daisel

Travel expenses
Yes.

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

(2016 - 2017) (3,4)

From

T. Frederick Rajkumar
Assistant- Professor,
Department- of zoology,
The American college, Madurai-2

To

The Bursar
The American college,
Madurai-2.

Madam,

Myself and mr. Rajesh from our department attended a workshop in Lady Doak college, Madurai on 25th and 26th January. Kindly reimbursh the registeration fee for me and mr. Rajesh

Thanking you

Date : 02.02.17
Place : madurai-2

yours faithfully,

OPM
7.2.17

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

13-02-2017

2016-2017 (5)

From
Dr. K. Naraneethakannan
Associate Professor & Head
PG & Res. Dept of Zoology
Director, Dept. of Imm. & Micro.
The American College, Madurai

To
Bursar
The American College
Madurai - 625 002

Dear Madam

Since I am going to Visakhapatnam to participate and present a paper (poster presentation) in Immunocon 2016 (a national conference on Immunology) between 15th Feb. & 18th Feb. 2017, I request you to sanction the permissible amount towards Registration, travel & accommodation.

Thanking you

Yours sincerely

K. Naraneethakannan

Encl:
i) copy of registration payment
ii) Accommodation payment
iii) travel -

i) Registration - Rs. 3500 -
ii) Accommodation - Rs. 1500 -
iii) Travel train & Airfare - Rs. 3858 -
Total = 8858

Total - Eight thousand eight hundred and fifty eight only

K. Naraneethakannan

14.2.17

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2017-2018 (23-46)

From

The Head,

Department of Commerce,

The American College,

Madurai-625002

To

The Principal,

The American College,

Madurai-625002

Respected Sir,

Sub.: Request to provide Registration fee for the seminar/Conference/Workshop reg.

The Department of Commerce is organising a National/ International Seminar/Conference/Workshop titled 'Problems, Solutions and Prospects of MSME in India' on 18 February 2018. Hence I request you to kindly provide registration fee of Rs.750 for the following list of faculty members.

Thank you.

List of faculty members:

Dr.A.Martin David
Mr.J.Justin Manohar
Dr.Mary Sophia Chitra
Dr.D.Kanakavalli
Dr.A.Hilary Joseph
Mrs.C.Antony Mary Vinothini
Ms.E.Keran Judi
Mr.Ritchie Richardson
Dr.A.Nixon Jesuraj
Dr.P.Mangayarkarasi
Mr.A.Samuel Raj
Dr.T.Gnana Gowsalya
Ms.G.Dhivya
Mr.G.Manuel Gunaraja
Ms.S.Taj Sultana
Dr.R.Manikandan
Mr.R.Sundareswaran
Ms.M.Sally
Dr.K.Bagavathi
Ms.C.James
M.C.Joselyn Nithya
Ms.N.Bairavi
Dr.D.Jebaselvi Anitha
Ms.Faridha
Ms.Renuga Devi

Place:
Date:

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Yours truly,

A. Martin David

J. JOHN SEKAR MA, MPhil, PGDTE (CIEFL), PGDHE (IGNOU), PGDCE (UH) PhD
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administration

The American College
Madurai 625 002
Tamilnadu India
jeyarajjohnsekar@americancollege.edu.in

Wednesday 19 July 2017

To
Principal & Secretary
The American College
Madurai
Dear Sir

(2017-2018)
(47-78)

Sub. : Request for grant of registration fees to faculty participants in international seminar-reg.

In collaboration with L Ordine Nuovo Publication, the Research Department of English of our college is organizing an international seminar on English Language, Literature, and Linguistics with Prof. Mary Ellis & Prof Anitha Devi Pillai from Nanyng Technological University, Singapore on Wednesday 26 July 2017, I request you to kindly grant the registration fee of Rs.1000/- to all the faculty members of the department. (32x1000=Rs.32,000)
Thank you.

Yours sincerely

Dr. J. JOHN SEKAR
M.A.,M.Phil.,PGDTE(CIEFL), PGDHE(IGNOU), PGDCE(UH), Ph.D.
Head & Associate Professor
Research Department of English
Dean, Academic Policies & Administrati
The American College, Madurai-625 00

1. Mr. N. Elango
2. Dr. J. Rajakumar
3. Dr. M. Rajendra Pandian
4. Dr. M. Lawrence
5. Dr. J. Paul Jayakar
6. Mr. K. Ravi
7. Mr. C. Joel Gnanadoss Timothy
8. Mr. A. Dinakar
9. Mr. R. Daniel Rubaraj
10. Mr. Thomas K. Varghese
11. Ms. J. Priya Carol
12. Dr. T. Anita Caroline
13. Mr. J. John Rajkumar
14. Ms. J. Jeyasheela
15. Mr. J. Jehoson Jiresh
16. Mr. Joseph E. Ahiman Benitez
17. Ms. D. Preethy Johnita Esther
18. Mr. K. Samuel Joseph
19. Mr. J. Moses
20. Ms. G. Mahiba
21. Ms. A. Shinee
22. Mr. A. Sherlin Raja
23. Ms. Anitha Radha Roobavathy
24. Ms. G. Bercy
25. Ms. T. Blesslyn Esther Roopavathy
26. Ms. S. Daffny Orangemary
27. Mr. Damien F.S. Patric
28. Dr. Stanely Mohandoss Stephen
29. Dr. G. Dominic Savio
30. Mr. J. Jeano
31. Ms. C. Maharani

Approved

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2016-2017 (1)

25-02-2016

From

R.Albert Christopher Dhas
Associate Professor in Economics
The American College,
Madurai

To

The Principal
The American College
Madurai

Respected Sir,

Sub: Submission of bills for reimbursement – regarding.

In connection with my participation in the International Conference on "Innovations in Research in the Field of Social Science" organized by the Sri Vasavi College, Erode, held on14-07-2015, I have incurred an expenditure of Rs.1844 (One Thousand Eight Hundred and Forty Four only). I hereby enclose the bills in original.

Kindly accept these bills and reimburse the expenditure.

Thanking you.

Yours faithfully,

(R.Albert Christopher Dhas)

To Bursar

10.9.16

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

(2016 - 2017) (3,4)

From

T. Frederick Rajkumar
Assistant- Professor,
Department- of zoology,
The American college, Madurai-2

To

The Bursar
The American college,
Madurai-2.

Madam,

Myself and mr. Rajesh from our department attended a workshop in Lady Doak college, Madurai on 25th and 26th January. Kindly reimbursh the registeration fee for me and mr. Rajesh

Thanking you

Date : 02.02.17
Place : madurai-2

yours faithfully,

OPM
7.2.17

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

13-02-2017

2016-2017 (5)

From
Dr. K. Naraneethakannan
Associate Professor & Head
PG & Res. Dept of Zoology
Director, Dept. of Imm. & Micro.
The American College, Madurai

To
Bursar
The American College
Madurai - 625 002

Dear Madam

Since I am going to Visakhapatnam to participate and present a paper (poster presentation) in Immunocon 2016 (a national conference on Immunology) between 15th Feb. & 18th Feb. 2017, I request you to sanction the permissible amount towards Registration, travel & accommodation.

Thanking you

Yours sincerely

K. Naraneethakannan

Encl:
i) copy of registration payment
ii) Accommodation payment
iii) travel -

i) Registration - Rs. 3500 -
ii) Accommodation - Rs. 1500 -
iii) Travel train & Airfare - Rs. 3858 -
Total = 8858

Total - Eight thousand eight hundred and fifty eight only

K. Naraneethakannan

14.2.17

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Dr. A. Martin David, Ph.D.,
Asst. Professor of Commerce
The American College
Madurai - 625 002.

Ph : (Off) 2530070/ Extn. 308
Mobile : 94439 19007
e-mail : amartindavid@yahoo.com

Date :..16.08.16.....

2016-2017 (6)

To

The Principal
The American College
Madurai

Respected Sir,

The following expenses incurred in respect of the convention on New Education Policy held on 12th August 2016, at St. Joseph's College, Trichy:

1. Registration fees ----------Rs. 1,000
2. Food (Breakfast 167+200+70)---------- Rs. 437

1,437

(Rupees One Thousand four hundred and thirty seven only)

I request you to reimburse the amount which was spent.

Thanking you

Madurai
16/08/16

yours faithfully,
A. Martin David

18.8.16

To Bursar

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Dr. M. Davamani Christober, M.Sc., M.Phil., Ph.D.,
Principal & Secretary

SINCE 1881

The American College
Madurai - 625 002, India
Ph : +91 452 2530070, 2530973, Fax : +91 452 2520711
Email : acmdu1881@gmail.com, acsc1881@gmail.com
Web : www.americancollege.edu.in

24 Jan 17

To
Bursar
The American College
Madurai 625002.

(2016-2017)(7)

Dear Ma'm,

Greetings.

As I am going to attend an International Conference to be held at New Jercy, USA between 7 March 2017 and 11 March 2017, reimburse the registration fee.

Thanking you,

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

05.07.2016

Dr. K. Navaneethakannan
Organizing Secretary
International conference
PG & Res. Dept of Zoology
The American College
Madurai - 625 002

To
Bursar
The American college
Madurai

Dear Madam,

PG & Res. Dept. of Zoology and Dept. of Immunology & Microbiology are jointly organizing an Internation. conference on food, health & Immunity on 31st Aug' Sep. 1 2016. Herewith I have enclosed a copy of the budget.

In this regard I request you to advance me Rs 25,000/- (Rupees Twenty five thousand only) to meet the ticket booking (air travel) for experts and brochure preparation.

Thanking you

Yours sincerely

5.7.16

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

From

Mr. B. Ilayaraja
R-Elumeyer
The American College
Madurai -02

To

The Principal & Secretary
The American college
Madurai -02

Respected sir,

Reimbursement of expenses -reg

We attended capacity Building Program at St. Christopher's college of Education - Chennai between 17.10.2016 & 21.10.2016. Kindly reimburse Rs. 2000 each [totally 4000 RS] towards the above expense

Thanking you.

Yours faithfully
Elumeyer.

25-10-2016
Madurai-02

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

To

Bursar

Dr.J. Helen Ratna Monica, M.Sc.,M.Phil.,Ph.D.
BURSAR

THE AMERICAN COLLEGE
MADURAI – 625 002.INDIA
Ph:2530070,2530967,2530973
Extn. No.: 304
FAX: 0452 –2520711

Date:21.09.2016

The General Secretary
Madurai Kamaraj University Private college Management Association
Nagamalai pudhukottai
Madurai.

Sir,

Sub: Annual membership subscription 2015 - 16 & 2016-17 – Reg.,

---

Herewith we enclose the demand draft for Rs.6000/- (Indian bank DD No.699069 / 20.09.2016) towards annual membership subscription for the year 2015 – 2016 & 2016 – 2017

Kindly acknowledge the receipt for the same.

Thank you

Yours faithfully

BURSAR
THE AMERICAN COLLEGE
MADURAI

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2015 - 2016 (1)

From

R. Sanjay
Assistant Professor
Department of Botany
The American College
Madurai – 625 002
Tamil Nadu

To

The Principal & Secretary
The American College
Madurai – 625 002

Through

1. The Head
   Department of Botany
2. The Dean,
   Curriculum Development & Research

Dear Sir,

Sub: Permission to attend and present paper in national symposium - reg

I am glad to inform you that my research paper titled "STUDIES ON ENDOPHYTIC *Aspergillus Spp.* FROM MANGO (*Mangifera indica* L.)" has been accepted for oral presentation in the National symposium on Mycological Research – Emerging trends, applications and prospects to be held at Punjabi University , Patiala on 23 & 24th February 2015. Kindly grant me leave on duty (OD) from 23rd to 28th February 2015 (6 days) to attend the symposium at Punjabi University, Patiala.

Thanking you

Yours Sincerely

Reg. fee

R. Sanjay

Madurai
09.02.2015

(R.SANJAY)

Recommended / forwarded.

09.02.2015

Encl : acceptance letter

9.2.15

D.W
09/02/15

To Bursar

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2015-2016 (2)

11.02.2015

From

Dr. J.Ebenezar Immanuel
Asst. Professor of Botany
The American College
Madurai

To

The Bursar
The American College
Madurai

Respected Madam

I had attend a "National Workshop on Plant Proteomics for Teaching Faculty" organized by the Department of Biotechnology, SRM University, Chennai, from the 27th – 31st of January 2015 . Madam in this regard I request you to reimburse me Rs.1500 spent towards registration, Rs.1741 towards travel and Rs.3000 towards stay for five days.

Thank you

Yours Sincerely

J.Ebenezar Immanuel.

13.02.15

Recommended & forwarded.

16.02.2015

Encl:

Photo copy of Registration letter
Photo copy of travel ticket
Photo copy of receipt of the hotel

16/02/2015

Reg fee

To Bursar

11.02.15

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2015-2016) (3)

From: Dr. Rev. S. Joseph Wellington,
chaplain
The American college
Madurai

To. The Bursar,
American College. Madurai.

Respected Madam;

I have been nominated to participate in the C.U.A.C. India chapter on 12 and 13 Feb. 2016 at L.D.C. Madurai. Thank you for the opportunity given. I request you to reimburse Rs. 1000 (one thousand) paid in the meet.

Thanking you.

Yours sincerely
S. Wellington

Date: 17.02.2016

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2015 - 2016 (4)

Mrs. E. Joy Sharmila
Dept of Zoology
The American College
Madurai

To

The Principal
The American College

Through The Head of the P.G Department of Zoology
The American College.

Sir,

Kindly permit me to attend the Workshop on Experimental approaches to proteomics from March 2-5, 2016, organised by Aravind Medical Research Foundation, and grant me a sum of Rs 3,500 towards the registration fees of the workshop.

Yours faithfully
by sharmila

Forwarded.

29.2.16

To Bursar

29/2/16.
Madurai

01.03.16.

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2015-2016 (5)

From

Dr. Sivaruban Tambiratnam
Lecturer
Department of Zoology
The American College
Madurai

Through

The Head
Post-graduate Department of Zoology
The American College
Madurai

To

The Principal
The American College
Madurai

Sub: - Request of Travel Grant / Registration fees – National Workshop on DNA barcoding

Sir,

Government Arts College, Udhagamandalam organizes a National level workshop scheduled during 30-03-2016 to 31-03-2016. I would like to attend the workshop to enrich my academic caliber. In this regard, I kindly request you to consider me for a financial support from college towards the workshop registration fees as well as travel allowance to attend the same. The details of forthcoming travel expenses are furnished herewith.

Thank you

Date: 28.03.2016
Place: Madurai

Yours Sincerely

(T.SIVARUBAN THAMBIRATNAM)

To Bursar

Allot Reg. fee

Forwarded.

28.3.16

29.3.16

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2015 – 2016 (6)

From

Dr. H. Raghuram
Lecturer
Department of Zoology
The American College
Madurai

Through

The Head
Post-graduate Department of Zoology
The American College
Madurai

To

The Principal
The American College
Madurai

Sub: - Request of Travel Grant / Registration fees – National Workshop on DNA barcoding

Sir,

Government Arts College, Udhagamandalam organizes a National level workshop scheduled during 30-03-2016 to 31-03-2016. I would like to attend the workshop to enrich my academic caliber. In this regard, I kindly request you to consider me for a financial support from college towards the workshop registration fees as well as travel allowance to attend the same. The details of forthcoming travel expenses are furnished herewith.

Thank you

Date: 28.03.2016
Place: Madurai

Yours Sincerely
H. Raghuram
(H. RAGHURAM)

To Bursar
allot Registration fee

Forwarded.
28.3.16

29.3.16

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2015-2016 (7-12)

From

The Head,

Department of Visual Communication,

The American College,

Madurai.

To

The Principal,

The American College,

Madurai.

Respected Sir,

Sub.: Request to provide Registration fee for the Seminar/Conference/Workshop reg.

The Department of Visual Communication is organising a National/International Seminar /Conference/Workshop titled 'Short film and documentary making' on 29&30.7.2015. Hence I request you to kindly provide for financial aid for conduct and registration fee for the following list of faculty members.

Thank you.

List of faculty members:

Mr.J.Justin Manohar

Ms.Shanmuga@Mohana

Ms.Sankareshwari

Mr.K.Shanmuga Velayutham

Dr.T.Shylaja

Mr.D.Nagendran

Place: Madurai

Date: 27 July 2015

Yours truly,

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

2016-2017 (1)

25-02-2016

From

R.Albert Christopher Dhas
Associate Professor in Economics
The American College,
Madurai

To

The Principal
The American College
Madurai

Respected Sir,

Sub: Submission of bills for reimbursement – regarding.

In connection with my participation in the International Conference on "Innovations in Research in the Field of Social Science" organized by the Sri Vasavi College, Erode, held on14-07-2015, I have incurred an expenditure of Rs.1844 (One Thousand Eight Hundred and Forty Four only). I hereby enclose the bills in original.

Kindly accept these bills and reimburse the expenditure.

Thanking you.

Yours faithfully,

(R.Albert Christopher Dhas)

To Bursar

10.9.16

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Dr.J. Helen Ratna Monica, M.Sc.,M.Phil.,Ph.D.
BURSAR

THE AMERICAN COLLEGE
MADURAI – 625 002.INDIA
Ph:2530070,2530967,2530973
Extn. No.: 304
FAX: 0452 –2520711

Date:21.09.2016

The General Secretary
Madurai Kamaraj University Private college Management Association
Nagamalai pudhukottai
Madurai.

Sir,

Sub: Annual membership subscription 2015 - 16 & 2016-17 – Reg.,

---

Herewith we enclose the demand draft for Rs.6000/- (Indian bank DD No.699069 / 20.09.2016) towards annual membership subscription for the year 2015 – 2016 & 2016 – 2017

Kindly acknowledge the receipt for the same.

Thank you

Yours faithfully

BURSAR
THE AMERICAN COLLEGE
MADURAI

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002

Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai-625 002