



Since 1881

THE AMERICAN COLLEGE, MADURAI

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

Dr. R. Vijayan,
Associate Professor, Botany Department

To,
All Heads Of Department (UG & PG),
The American College.

Through,
The Principal & Secretary,
The American college.

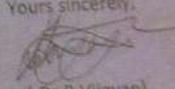
Dear Sir/ Madam,

Career Guidance centre is planning to conduct a training programme on "Communication skills and Interview Techniques" for the final year students of under graduate and Post graduate programmes as per the following schedule in the Main Hall

Date and Day	Day Order	Time	Department
03-02-2016 Wednesday	I	10.15am to 12.09pm	All B.Sc. Aided programmes (Final year)
03-02-2016 Wednesday	I	1.30 pm to 3.30pm	All UG Self financed programmes (Final year)
04-02-2016 Thursday	II	10.15 am to 12.09 pm	All B.A. & B.Com. Aided programmes (Final year)
17-02-2016 Wednesday	VI	10.15am to 12.09pm	All PG aided programmes
17-02-2016	VI	1.30 PM - 3.30PM	All PG Self financed programmes

Therefore I request you to grant permission to students of your department to participate in this activity. Faculty member/s in charge of the respective period will accompany the students.

Thanking you,

Yours sincerely,

(Dr. R. Vijayan)

Through,
The Principal & Secretary

Copy to,
All Heads of the Department (UG & PG)



Since 1881

THE AMERICAN COLLEGE, MADURAI

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

THE AMERICAN COLLEGE

CAREER COUNSELLING CENTRE

TRAINING PROGRAM ON

**COMMUNICATION SKILL AND
INTERVIEW TECHNIQUES**

Venue: Main hall

Date: 03.02.16

Resource person:

Dr Lawrence

ST

**Associate professor,
Department of English, The American College.**

organised by

Dr.R.Vijayan

Convenor

Career Guidance

www.yourweb.com