Dr.R.Vijayan,
Associate Professor, Botany Department

Convener,
Career Guidance
February 01,2016

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	10.15am 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)

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

Associate professor,

Department of English, The American College.

organised by

Dr.R.Vijayan

Convenor

Career Guidance

www.yourweb.com