



**Requisition from Departments for the maintenance of
physical infrastructure during
2018 – 2023**

From

11.10.2021

Dr. S. Jeyakumar,
The Head and Assistant professor,
Department of Environmental Science & FSQM (B.Voc.)
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

Through

The Coordinator,
SF Programme,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

Respected Sir,

Sub: Installation of Washbasin Sink with water connection in Lab-Request-Reg.

This is to bring to your kind notice that, our B.Voc. EVS & FSQM students are facing problems in lab due to lack of washbasin sink and water facilities. Hence I kindly request you to provide us the same as early as possible.

Thanking You,

Yours sincerely,

(S. JEYAKUMAR) 11/10/2021.

les
11/10/21

21.10.2021
13.10

From

04.10.2021

Dr. S. Jeyakumar,
The Head and Assistant professor,
Department of Environmental Science (B.Voc.)
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

Through

The Coordinator,
SF Programme,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

Respected Sir,

Sub: Requirement of Furniture-Request-Reg.

This is to bring to your kind notices that, the following furniture are needed in our department for our B.Voc students (EVS and FSQM). Hence I kindly request you to provide us the same as early as possible.

S. No	Name of Furniture	Required No.
1	Long Bench	8
2	Long Chair	8
3	Black board	2

Thanking You,

Yours sincerely,


(S. JEYAKUMAR) 04.10.21

Mr Vlc

04/10/21

From

07.03.2022

Dr. S. Jeyakumar,
The Head and Assistant professor,
Department of Environmental Science & FSQM (B.Voc.)
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

Through

The Coordinator,
SF Programme,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

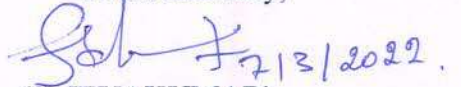
Respected Sir,

Sub: Transfer of plastic chairs from lab to classroom-Request-Reg.


This is to bring to your kind notice that, our B.Voc. EVS & FSQM class rooms are lack of chairs for faculties. There is excess number of plastic armless chairs are available in FSQM Ancillary chemistry lab at Science Block. Hence I kindly request you to grant the permission to transfer of 6 chairs to classrooms from the Lab.

Thanking You,

Yours sincerely,


(S. JEYAKUMAR)

Mr. V.K.

Yes

07/03/22

From

11.10.2021

Dr. S. Jeyakumar,
The Head and Assistant professor,
Department of Environmental Science & FSQM
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

Through

The Coordinator,
SF Programme,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

Respected Sir,

Sub: Requirement of Blackboards in classroom-Request-Reg.

This is to bring to your kind notice that, two classrooms of our B.Voc. Department is lack of blackboard, due to classroom partitioning. Hence I kindly request you to provide us, the two blackboards to the classroom as early as possible.

Thanking You,

Yours sincerely,


(S. JEYAKUMAR)

11/10/21

Bu/diy sectm
11/10/21

o.ni Bm's Bm's Bm's Bm's Bm's Bm's
16/10

From

16-12-2022

Dr. A. Ganesh Kumar,
Head and Assistant Professor,
Department of B.Voc. (EVS & FSQM),
Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous),
Virudhunagar.

To

The Principal,
Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous),
Virudhunagar.

Through

The Coordinator,
SF Programmes,
Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous),
Virudhunagar.

Respected Sir,

Sub: Request for Fans Service – reg.

I submit to state that, in our department classrooms 4 fans got fault. Hence, I request you to kindly provide the service to rectify them.

Thanking you,

Yours sincerely

A. Ganesh Kumar
16/12/2022
(Dr. A. Ganesh Kumar)

Yes
A
16/12/22

a.n. Gunishanunishun
Dr

From

12th July, 2022

Dr. A. Ganesh Kumar,
Assistant Professor and Head-in-Charge,
Department of B.Voc. (EVS & FSQM),
Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous),
Virudhunagar.

To

The Principal,
Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous),
Virudhunagar.

Through

The Coordinator,
SF Programmes,
Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous),
Virudhunagar.

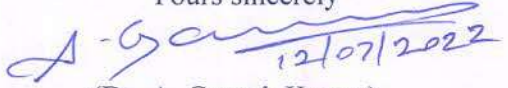
Respected Sir,

Sub: Request for lights and Fans Service – reg.

I submit to state that, in our department many LED lights and 3 fans (2 in department and 1 in Classroom) got fault. Hence, I request you to kindly provide the service to rectify them.

Thanking you,

Yours sincerely


12/07/2022
(Dr. A. Ganesh Kumar)


12/07/22

d.n
m.v. cum A.V. cum Senthikumara Nadar College


13-7

From

16-12-2022

Dr. A. Ganesh Kumar,
Head and Assistant Professor,
Department of B.Voc. (EVS & FSQM),
Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous),
Virudhunagar.

To

15/12/22
The Principal,
Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous),
Virudhunagar.

Through

The Coordinator,
SF Programmes,
Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous),
Virudhunagar.

Respected Sir,

Sub: Request for water pipe gate wall Service – reg.

I submit to state that, in-front of our department there is continuous leaking in the water tap. I request you to kindly change gate wall.

Thanking you,

Yours sincerely

A. Ganesh Kumar
16/12/2022
(Dr. A. Ganesh Kumar)

Yes
A
16/12/22

0-2

உயிர்த்துறை அமைப்பு பற்றிய வினா.

A
19-12

B.B.A

Dr.G.MURUGESAN

Date: 05-01-2021

Head of the Department

To

The Principal,

V.H.N.S.N College (Autonomous),

Virudhunagar.

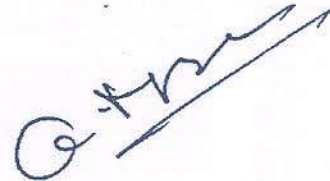
Sir,

The following are the requirements of our department. Kindly provide them.

- i. Staff Room : Plug Point Box and One Fan

Thanking you,

Yours faithfully,



(Dr.G.MURUGESAN)

To
The Buidy's section
A
05/01/21

Dr. G. Murugesan
Head of the Department
Virudhunagar
05/01/21

Dr. G. MURUGESAN
Head and Associate Professor

Date: 24.06.2022

To
The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Sir,

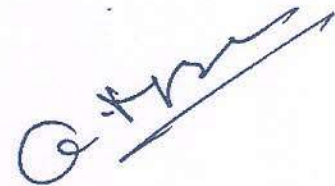
Sub: Requisition of electric bell for Department

It is difficult in inculcating punctuality to the students as there is no bell in the department. An automated electric bell would be highly useful to creating discipline among the students. In this regard, kindly fix a new electric bell in the department. Kindly do the needful.

Thanking you,

Yours faithfully,

Baidy - seeka
24/06/22



(Dr. G. MURUGESAN)

Dr. G. Murugesan
24/06/22

Dr. G. MURUGESAN
Head and Associate Professor

Date: 23.01.2023

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

23/01/23

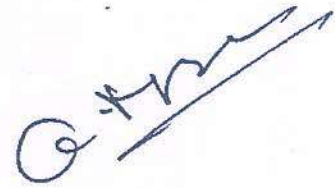
Sir,

Sub: Cleaning of bushes around the Department – Reg.

The shrub and plants around the department is bushy due to rain. Plenty of reptiles (Millipedes/ Centipedes/ Skinks) are found around the department. In this regard, we kindly request you to make necessary arrangement to clean the bush around the department building. This is for your kind information and necessary action. Kindly do the needful

Thanking you,

Yours faithfully,



(Dr. G. MURUGESAN)

Buildei seche
Do it immediately

23/01/23

a. No. 50/10/2023
Responsible person
S. 2

Dr. G. MURUGESAN
Head of the Department

Date: 10-05-2022

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

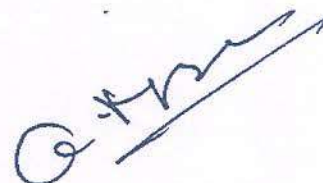
10/05/22

Sir,

Our Department is in need of three bureau for library purpose. Kindly do the needful.

Thanking You,

Yours faithfully,



(Dr. G. MURUGESAN)

*Buildy seek
10/05/22*

*Dr. G. Murugesan
10/05/22*

Dr.G.MURUGESAN
Head and Associate Professor

Date: 28.12.2021

To
The Principal,
VHNSN College (Autonomous),
Virudhunagar.

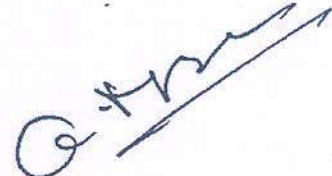
Sir,

Sub: Cleaning of bushes around the Department – Reg.

The shrub and plants around the department is bushy due to rain. Plenty of reptiles (Millipedes/ Centipedes/ Skinks) are found around the department. In this regard, we kindly request you to make necessary arrangement to clean the bush around the department building. This is for your kind information and necessary action. Kindly do the needful

Thanking you,


Yours faithfully,


(Dr.G.MURUGESAN)

To

The Building section


28/12/21

O.N.
44, 45th and 46th floors


Dr.G.MURUGESAN
Head of the Department

Date:04-10-2021

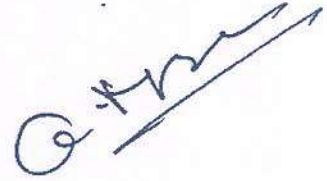
To
The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Sir,

We are in need of water pipe connection with tape in front of our department to pour water for plants. Kindly do the needful.

Thanking you,

Yours faithfully,



(Dr.G.MURUGESAN)

Buildij section
04/10/21

0.12
Srinivasan
Dr
8/10

Dr.G.MURUGESAN

Date: 16-04-2021

Head of the Department

To

The Principal,

V.H.N.S.N College (Autonomous),

Virudhunagar.

Sir,

The Power Adaptor used for wi-fi connection in our department is not working. Kindly make necessary arrangement to replace the same.

Thanking you,

Yours faithfully,

Buibley Secha
16/04/21

D.N
um: @unio@mudavilur.
Dr
20.4



(Dr.G.MURUGESAN)

Date: 06.11.2019

From

Dr. B. Ravichandran,
Head,
Department of Commerce,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

Sir,

Sub: Replacement of flush tank – Requested – Reg.

I would like to bring to your kind notice that in Room No.29 & 31 the desk and benches are spoiled by dove. So, please make necessary arrangement to prevent the entry of dove in Room No.29 & 31 by repairing the window doors and fixing wire mesh on the ventilators.

Thanking you,

Yours faithfully,

Bairdy Red
06/11/19

06/11/19
(Dr. B. RAVICHANDRAN)

செய்து கொடுக்கப்படுகிறது
06/11/19

Date: 02.03.2020

From

Dr. B. Ravichandran,
Head,
Department of Commerce,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

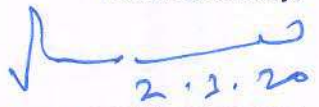
Sir,


Sub: Refitting of window door in classrooms – Requested – Reg.


We bring to your kind notice that many window doors of our department are under repair.
Kindly make necessary arrangements to repair the window doors in the classrooms of our department.

Thanking you,

Yours faithfully,


2.2.20
(Dr. B. RAVICHANDRAN)

Yes

02/03/20

மீட்டிங் ரூம் கதவுகள் மீட்டிங் ரூம் கதவுகள்

11.3

Date: 02.03.2020

From

Dr. B. Ravichandran,
Head,
Department of Commerce,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

Sir,

Sub: Armed chairs for Room No.33 – Requested – Reg.

In our department we have planned to convert the class room No.33 into a multimedia hall. For the same we need 50 numbers of armed chairs. We request you to make necessary arrangements for the supply of 50 armed chairs.

Thanking you,

Yes
02/03/20

Yours faithfully,


(Dr. B. RAVICHANDRAN)

Date: 24.02.2020

From

Dr. B. Ravichandran,
Head,
Department of Commerce,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

To

24/02/20
The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

Sir,

Sub: Repair of ceiling fan – Requested – Reg.

I would like to bring to your kind notice that in Room No.25 one ceiling fan is not functioning. So, I kindly request you to make necessary arrangement for the repair of one ceiling fan.

Thanking you,

Yours faithfully,

24, 2, 20
(Dr. B. RAVICHANDRAN)

Yes
24/02/20

பரிகாரம் அல்லது மாற்றம்

Dr
25/2

Date: 24.02.2020

From

Dr. B. Ravichandran,
Head,
Department of Commerce,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

To

P
24/02/20
The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

Sir,

Sub: Repair of college bell – Requested – Reg.

Please make necessary arrangements to repair the college bell installed at our department.

Thanking you,

Yours faithfully,

P
24.2.20
(Dr. B. RAVICHANDRAN)

Buildi sect
P
24/02/20

aru unj m...s
P
3/3

Date: 06.11.2019

From

Dr. B. Ravichandran,
Head,
Department of Commerce,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

Sir,


Sub: Replacement of switch box – Requested – Reg.


I would like to bring to your kind notice that in Room No.29 (Arts Block) the electric switch board is in damaged condition. So, please make necessary arrangement to replace the electric switch board with new one.

Thanking you,

Yours faithfully,


(Dr. B. RAVICHANDRAN)


06/11/19


06/11/19

Date: 09.10.2019

From

Dr. B. Ravichandran,
Head,
Department of Commerce,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

Sir,

Sub: Replacement of flush tank – Requested – Reg.

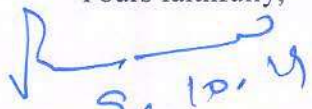
I would like to bring to your kind notice that in Room No.35 in Gents toilet the flush tank is not functioning. So, I kindly request you to make necessary arrangement for the replacement of flush tank with new one.


Further in Room No.34 (Computer lab) 2 (two) florescent lamps got fused, so, please make necessary arrangement to replace them with new one.

Also please make necessary arrangement to prevent the entry of dove in Room No.31 & 32 by repairing the window doors and fixing wire mesh on the ventilators.

Thanking you,

Yours faithfully,


(Dr. B. RAVICHANDRAN)

Built seal

09/10/19

Dr. B. Ravichandran
09/10/19

Date: 21.08.2019

From

Dr. B. Ravichandran,
Head,
Department of Commerce,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

Sir,

Sub: Department Library – Repairing locks of the bureaus –
Requested – Reg.

In our department library there are around four bureaus in which the locks are to be replaced and another six bureaus require repairing of locks. It was enquired and heard from the building section that it may cost around Rs.2000 to repair the locks of the bureaus. So, I kindly request you to arrange for the repairing of the locks of the bureaus at the earliest.

Thanking you,

Yours faithfully,

Buildig section
A
21/08/19


21.8.19
(Dr. B. RAVICHANDRAN)

பெரிய கட்டிடப் பகுதி

Dr
30.8

Date: 18.06.2019

From

Dr. B. Ravichandran,
Head,
Department of Commerce,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

Sir,

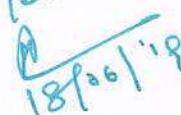
Sub: Repair of college bell – Requested – Reg.

Please make necessary arrangements to repair the college bell installed at our department.

Thanking you,

Yours faithfully,


19.6.19
(Dr. B. RAVICHANDRAN)

Yes

18/06/19
Buildings section

சார் அவர்களுக்கு

8/6
25/6

Date: 19.12.2019

From

Dr. B. Ravichandran,
Head,
Department of Commerce,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar – 626 001.

Sir,

Sub: Replacement of Library Wooden Bureau – Requested – Reg.

I would like to bring to your kind notice that in our department library we are having 6 Wooden Bureaus. These Bureaus and books were damaged by termites. So, we request you to replace these Wooden Bureaus with Steel Bureaus (Glass door) as early as possible.

Thanking you,

Yours faithfully,

Yes
18/12/19

✓
19.12.19
(Dr. B. RAVICHANDRAN)

பி. சி. சுவாமிநாதன்
20.12

21-07-2022

From

Dr. B. Ravichandran
Head & Associate Professor
Department of Commerce
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

21/07/22

Respected Sir,

I bring to your kind notice that the black boards of our department class rooms become faded and unable to write. So, I request you to make necessary arrangements to paint the black boards of all the classrooms.

Thank you,

Yours faithfully,

*Yes
21/07/22
Buildij tech*

[Signature]
21.7.22

[Dr.B.RAVICHANDRAN]

மனம் குன்றி மனம் துயர்நிலை.
[Signature]
23/7

13-04-2023

From

Dr. B. Ravichandran
Head & Associate Professor
Department of Commerce
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

Respected Sir,

Sub : Repair of Library door – Requested – Reg.

I bring to your kind notice that in our department library Room No.35 door got damaged.
So, I request you to make necessary arrangements to repair the door.

Thank You,

Yours faithfully,


[Dr.B.RAVICHANDRAN]

Yes

13/04/23
Buldiy kcha

சுனி ரிசுமினாண்டி-21


20-4

25-08-2022

From

Dr. B. Ravichandran
Head & Associate Professor
Department of Commerce
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

Respected Sir,

I bring to your kind notice that Water Cooler near Room No.35 is not working. I request you to make necessary arrangements to repair the same.

Thank You,

Yours faithfully,

[Dr. B.RAVICHANDRAN]

Buildi secy
25/08/22

25/08/22
29/8

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

The Director (SF Courses),
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our department, II BCA class and veranda tiles are broken. Kindly arrange to change the broken tiles as early as possible.

Thanking You,

Yours faithfully,

Date: 17-09-2018

Place: Virudhunagar

D.Rajkumar
17/09/18
D.Rajkumar

Buildy section

12/09/18

o.n
o.n
24/9

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

We are having 3 fans in I MCA classroom (Room No.2). Now we are in
need of 2 fans in the classroom. I request you sir, kindly do the needful.

Thanking You,

Yours sincerely,

Date: 25-07-2022

Place: Virudhunagar

D.R. 25/07/22
D.Rajkumar

Yes
D.R. 25/07/22

o.n.:
25/07/22 2 fans in mca classroom.
D.R.
29/7

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our department II BCA A Classroom tiles and Varanda tiles are broken.
Kindly make necessary arrangements to change the broken tiles at your earliest
convenience.

Thanking You,

Yours sincerely,

Date: 06-06-2022
Place: Virudhunagar

D.Rajkumar
06/06/22
D.Rajkumar

Buildig section

06/06/22

0. N. S. N. College (Autonomous) Virudhunagar

15.6

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

21/04/21

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our Department the following furniture repairing works to be done.

1. Writing Desk - 11 Nos. (Screws to be fixed)
2. Sitting Bench – 17 Nos. (Screws to be fixed)
3. MCA Conference Hall Table – 4 Nos (Table Leg shacking)
4. Staff Wire Chair – 5 Nos. (Chair wire to be replaced)

I request you sir, kindly make arrangement for the same.

Thanking You,

Yours faithfully,

Date: 21-04-2021

Place: Virudhunagar

D.Rajkumar
21/04/21
D.Rajkumar

Building section

21/04/21

*O.N: 107 m 17 Buni nusi nient
S. Umairi v. m.*

23/4

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our department Varanda tiles are broken. Kindly make necessary arrangements to change the broken tiles as early as possible.

Thanking You,

Yours faithfully,

Date: 29-09-2021

Place: Virudhunagar

D.Rajkumar

Buildi section
29/09/21

G.N:- 27mm 20mm 20mm 20mm 20mm 20mm
5-10

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our department Room No.2, Room No.4 and Varanda tiles are broken.
Kindly arrange to change the broken tiles as early as possible.

Thanking You,

Yours faithfully,

Date: 02-03-2021

Place: Virudhunagar

D.Rajkumar

Buildy section

02/03/21

*O.N:- 20miler main buildy 230mper
2mper main 1mper*

10-3

From

D.Rajkumar,
Associate Professor & Head,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

The Director (SF Courses),
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our department I BCA class room tiles are broken and in II BCA window glass are broken. Kindly arrange to change the broken tiles and window glass as early as possible.

Thanking You,

Yours faithfully,

Date: 28-06-2019

Place: Virudhunagar

D.Rajkumar

Baidij Sekh

28/06/19

0:21:-

2019/06/28
2019/06/28
3.07

From

D.Rajkumar,
Associate Professor & Head,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

28/06/19

Through

The Director (SF Courses),
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Block Electric Bell is not working. I request you sir, kindly make arrangement to service the Electric Bell as early as possible.

Thanking You,

Yours faithfully,

Date: 28-06-2019

Place: Virudhunagar

D.Rajkumar

DM 28/06/19

Buntdi sechi

28/06/19

o.n: 28/06/19
DM 28/06/19

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our III BCA 'A' class room, one fan is not working. Kindly arrange to service the fan as early as possible.

Thanking You,

Yours sincerely,

Date: 09-05-2022
Place: Virudhunagar

D.Rajkumar
D.Rajkumar

Buildig section
09/05/22

O.N: fan unfunctioning
09/05/22

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our III BCA 'A' class room, one fan is not working. Kindly arrange to service the fan as early as possible.

Thanking You,

Yours sincerely,

Date: 06-06-2022

Place: Virudhunagar

D.Rajkumar
D.Rajkumar

Buddy section
06/06/22

O.N

Sum 2022/23
06/06/22

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Block III BCA-A class Rooms 2 switches also in Boys Toilet Switch Board and 2 Toilet doors were broken. I request sir, Kindly take necessary step for the broken items.

Thanking You,

Yours sincerely,

Date: 17-04-2023
Place: Virudhunagar

D.Rajkumar
17/04/23
D.Rajkumar

Buildy section

12/04/23

o.n. 12/04/23

18-4

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

19/03/20

Through

The Director (SF Courses),
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

We are in need of 15 rolling chair for our MCA Computer Centre. I request sir, kindly make arrangements for the same.

Thanking You,

M.R.V.R

Date: 19-03-2020

Yours faithfully,

Place: Virudhunagar

19/03/20

DRK 19/03/20
D.Rajkumar

From

Dr T. Kathirvalavakumar,
Head,
Department of Computer science,
V. H. N. S. N. College (Autonomous),
Virudhunagar - 626001

To

The Principal,
V. H. N. S. N. College (Autonomous),
Virudhunagar – 626001

12/02/23

Dear Sir,

Sub:Rotating chairs not in good condition in our lab– Reg.,

Greetings.

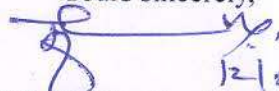
In our Lab, there are rotating chairs which are not in good condition. This is for your kind information and perusal. I request you to replace the same with New Plastic Chairs as early as possible.

Thank you.

12.02.2023
Virudhunagar

Yes
12/02/23

Yours sincerely,


[Dr T. Kathirvalavakumar] 12/2/23

ச.ந. சிவசுப்பிரமணியன்
12/02/23

From

Dr T. Kathirvalavakumar,
Head,
Department of Computer science,
V. H. N. S. N. College (Autonomous),
Virudhunagar - 626001

To

The Principal,
V. H. N. S. N. College (Autonomous),
Virudhunagar - 626001

18/07/23

Dear Sir,

Sub: Tiles broken in our Verandah- reg.,

Greetings.

The tiles were broken in our verandah at several places. This is for your kind information and perusal. I request you to replace the broken tiles with new tiles as early as possible.

Thank you.

18.07.2023
Virudhunagar

Buildi Sech
18/07/23

Yours sincerely,

[Signature]
[Dr T. Kathirvalavakumar] *18/7/23*

D.N.
மலர் நிலைமை - அறியப்படவில்லை
27.7

From

Dr T. Kathirvalavakumar,
Head,
Department of Computer science,
V. H. N. S. N. College (Autonomous),
Virudhunagar - 626001

To

The Principal,
V. H. N. S. N. College (Autonomous),
Virudhunagar - 626001

13/04/21

Dear Sir,

Sub: Tiles broken inside our Kanagamani Conference Hall- reg.,

Greetings.


In the Kanagamani Conference Hall, the tiles are broken. This is for your kind information and perusal. I request you to replace the broken tiles with new tiles.

Thank you.

13.04.2021

Virudhunagar

Yours sincerely,


[Dr T. Kathirvalavakumar] 13/4/21

Baileij seal

13/04/21

O.N:-

2021 4 13
Dr 23-4

From

Dr T. Kathirvalavakumar,
Head,
Department of Computer science,
V. H. N. S. N. College (Autonomous),
Virudhunagar - 626001

To

The Principal,
V. H. N. S. N. College (Autonomous),
Virudhunagar - 626001

13/10/21

Dear Sir,

Sub: Sink is broken inside the staff bathroom - Reg.,

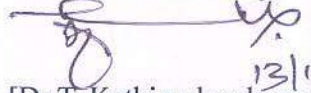
Greetings. In our department, the sink is broken. I request you to replace the same as early as possible.


Thank you.

13.10.2021

Virudhunagar

Yours sincerely,


13/10/21
[Dr T. Kathirvalavakumar]

Yes

13/10/21

O.N.
செய்து சின்க கமிட்டி செய்து
8/15/10

From

Dr T. Kathirvalavakumar,
Head,
Department of Computer science,
V. H. N. S. N. College (Autonomous),
Virudhunagar - 626001

To

The Principal,
V. H. N. S. N. College (Autonomous),
Virudhunagar - 626001

10/10/22

Dear Sir,

Sub: Fans repaired in the classrooms -Reg.,

Greetings. In our department, there are about 4 fans not working in classroom2 and 4. I
humbly request you to rectify the same at the earliest.

Thank you.

10.10.2022

Virudhunagar

Yours sincerely,

[Dr T. Kathirvalavakumar]

To
re build the

10/10/22

10/10/22

fan repair
11.10.22

From

Dr T. Kathirvalavakumar,
Head,
Department of Computer science
V. H. N. S. N. College (Autonomous)
Virudhunagar - 626001

To

The Principal,
V. H. N. S. N. College (Autonomous),
Virudhunagar - 626001

13/12/22

Dear Sir,

Sub: Tiles are broken in PG Lab - Reg.

Greetings. I wish to bring it to your kind notice about the breakage of tiles (floor) in our computer laboratory (PG Lab). I request you to replace the broken tiles at the earliest.

Thank you.

13.12.2022

Virudhunagar

Yours sincerely,

[Dr T. Kathirvalavakumar]

Yes
13/12/22

13/12/22

D.N.
செய்தல் குறிப்பிட்டு
பயிற்சியை
Dr
22-12

From,

N.G.S.Parameswaran,
Assistant Professor, MBA Computer centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To,

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through,

The Coordinator – SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MBA Computer Centre the welding in 4 executive rolling chairs are worn out. I kindly request you to provide us 5 plastic chairs.

Thanking You.

Yours Sincerely,

N.G.S.Parameswaran.

N.G.S.PARAMESWARAN

Date: 16-03-2023

Place: Virudhunagar

Yes
16/03/23
Forwarded
16/03/23

MBA Lab a/c 66 43w 20mm x 60 60 100mm x 100mm
N.G.S.

அனுப்புநர்

கா.ஸ்ரீதர்,

தமிழ்த்துறைத் தலைவர் (சுயநிதி),

வி.இ.நா.செந்திக்குமார நாடார் கல்லூரி., (தன்னாட்சி),

விருதுநகர்.

பெறுநர்

கல்லூரி முதல்வர் அவர்கள்,

வி.இ.நா.செந்திக்குமார நாடார் கல்லூரி., (தன்னாட்சி),

விருதுநகர்.

வழி

ஒருங்கிணைப்பாளர் அவர்கள்,

சுயநிதி பாடப்பிரிவு,

வி.இ.நா.செந்திக்குமார நாடார் கல்லூரி., (தன்னாட்சி),

விருதுநகர்.

பொருள்: துறைப் பயன்பாட்டிற்கு நான்கு சேர்கள் வேண்டுதல் - தொடர்பாக
மதிப்பிற்குரியீர்,

வணக்கம். எமது துறையில் பயன்பாட்டில் இருந்த மூன்று நார் சேர்கள்
மற்றும் ஒரு பிளாஸ்டிக் சேர் பழுதாகி விட்டது. அதனால் துறைப் பயன்பாட்டிற்கு
நான்கு சேர்கள் வழங்க ஆவன செய்ய வேண்டுமாறு கேட்டுக் கொள்கிறேன்.

நன்றி,

விருதுநகர்,

21.11.2022.

தங்கள் உண்மையுள்ள,

[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]
21/11/22

[Handwritten Signature]

[Handwritten Signature]

3 நினைவுக் கொடுக்கப்பட்டு
[Handwritten Signature]

[Handwritten Signature]

From

Dr. S. Prakash,
Dean - Internal,
VHNSN College (Autonomous),
Virudhunagar – 626 001.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar – 626 001.

Respected Sir,

In our Dean Internal office for our Additional Dean we are in need of a chair for him. Also in our office two of the plastic chairs are damaged. So I request you to kindly replace the damaged chairs and provide a chair for the Additional dean.

Thank you,

Virudhunagar,
7/10/2022.

Yours Faithfully,

S. Prakash

To
The Secretary
[Signature]

[Signature]

අදාළ කාර්යාලයේ අතිරේක උපාධ්‍යායුක්තයා සඳහා සඳහා
2 ක්වන්ටිටි චේර්ස් ප්‍රතිස්ථාපනය කිරීමට
ආර්. ජයරත්න

02/11/2021

From

R.Lavanya
Assistant Professor of English
Language lab coordinator
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

To

The Secretary
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

Through

The Principal
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

Respected sir,


Sub: Requisition to provide chairs for English Language Lab- Reg

I wish to bring to your kind notice that the number of chairs available at present in the English Language Lab is 45. As the student's strength in some classes are nearly 70, it is not possible to accommodate all the students.

Hence, I request you to make necessary arrangements to provide 25 new plastic chairs, for the smooth conduct of lab classes.

Thank You

Yours sincerely


(R. Lavanya)

Mr. VK
Pr. Secy
02/11/21

Librarian 2021 25 க்கு தேவையான நாற்காலிகள்
பெற வேண்டுகோள்
L. J. J. J.

From

04.10.2021

Dr. S. Jeyakumar,
The Head and Assistant professor,
Department of Environmental Science (B.Voc.)
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

Through

The Coordinator,
SF Programme,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

Respected Sir,

Sub: Requirement of Furniture-Request-Reg.

This is to bring to your kind notices that, the following furniture⁸ are needed in our department for our B.Voc students (EVS and FSQM). Hence I kindly request you to provide us the same as early as possible.

S. No	Name of Furniture	Required No.
1	Long Bench	8
2	Long Chair	8
3	Black board	2

Thanking You,

Yours sincerely,


(S. JEYAKUMAR)

Forwarded


04/10/21

Mr. VK

04/10/21

FSQM
class room
04/10/21

From

Dr.N.Prithivikumaran,
Head & Associate Professor,
Department of Physics,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar

To

The Principal,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar

M.V.K
A
21/06/21

Respected Sir,

In the networking lab of our department sufficient number of Computer table chairs is not available for the students to work. I request you to kindly provide **20 computer chairs** for the use of the students.

With thanks,

Virudhunagar
21-06-2021

Yours sincerely,

N.P.N.

Chemistria & CS 10 & MBA 2
21/06/21
A.P.

12.02.2020 .

From

Dr. K.A. Sheela,
Principal,
V.M.S.P. Nadar College of Education,
Virudhunagar.

To

The Secretary & Correspondent,
V.M.S.P. Nadar College of Education,
Virudhunagar.

Through

The Principal,
V.H.N.S.N. College (Autonomous)
Virudhunagar.

Sir,

I wish bring to your kind notice that, we need VIP chairs for all the functions in our college each year. If you can provide with 10 VIP chairs for our B.Ed College, we can use in all the celebrations. So, kindly provide us with the VIP chairs for the same.

Thanking you.

Yours Sincerely,

Dr. K. A. Baul
12/2/2020

Forwarded

Chandru
13.2.2020

13/02/20

10 மெம்பர் VIP Chairs
பிரிவுகளை

கூடுதல் பின்புலத்தில் 2032 31333002

V. Jadhav
13/02/20

From

09-12-2019

Dr. M. Mariappan,
Associate Prof. and Head,
Department of Economics,
VHNSN College, Autonomous,
Virudhunagar.

To

The Principal,
VHNSN College, Autonomous,
Virudhunagar.

Respected Sir,

Sub.: - Requisition – Stationary – Reg.

I kindly request you to provide five chairs for our department use.

Thank you

Yours faithfully,

M. Mariappan
09/12/19
(M. MARIAPPAN)

*M. V. V.
A
09/12/19*

செலா சிவசிகி தேசி 5 (உலக அரி 3) ஸ்லாமிடிஸ் ஸ்லாமி ஸ்லாமி
13-12-196 எஸ் ஸ்லாமி ஸ்லாமி
A. J. J. J.
13/12/19

From

P. Nagendhravel M.A.,
Placement and Training Officer,
V.H.N. S.N. College (Autonomous),
Vandhuvanagar.

To

The Secretary,
V.H.N. S.N. College (Autonomous).

Through

The Principal.

Sir,

In the even semester of this academic year (2019-2020), campus interviews are going to be conducted for the first time at K.P.S.V. Doraisamy Nadar Auditorium in our college. The first campus interview is on 10-12-19 (Tuesday). Our requirements are:

1. One big hall for G.D.
2. One small room for Face to Face Interview.
3. Three hundred chairs for students 250
4. For Power-Point Presentation, screen, projector and computer.
5. Restroom.
6. Restroom Mike and Cordless Mike.
7. ~~Five~~ Five Wire chairs for HRs.
8. Enough fans and tube lights in G.D and Interview Halls
9. White Washing of G.D hall and interview room.

Please provide these immediate requirements.

Thanking you

Yours faithfully,
P. Nagendhravel.

Vandhuvanagar,
29-11-19.

Forwarded
29/11/19



240 மனவிரைகளை & 5 மைக்ளை
பெற்றுக் கொடுக்க
9-12-19 அன்று
A. Jeyaraj

Department of Chemistry
VHNSN College (Autonomous)
Virudhunagar

From

Dr.C.KARUNAKARAN
Associate Professor and Head
Department of Chemistry
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Request to provide bench and desk for II M.Sc. Chemistry Class room-reg.

The II M.Sc., Chemistry Class room located in the MSR Building is furnished with tables and steel chairs at the ratio of one set per student. I bring it to your kind notice that the steel chairs of the class room are mostly corroded and are in must condition to replace. As a temporary arrangement now, I have asked the students to utilize the plastic chairs of our conference hall instead of the steel chairs. It should be noted that it is not comfortable to the students. They wish to have traditional bench and desk arrangement for the classroom. The total strength of the class is 24.

I request you to make necessary arrangements to furnish the class room with conventional bench and desk instead of the tables and steel chairs.

Thanking You

Mr. V.K. Dr. Karunakaran
31/07/19

Yours Faithfully
C. Karunakaran
(Dr.C.KARUNAKARAN)

31/07/2019

செய்துள்ள பின்புலத்தில் 24 பேர் உள்ள இரண்டாம் ஆண்டு வேதியியல் பி.எம்.ஸி. க்ளாஸ் ரூம் உள்ளது. இரண்டாம் ஆண்டு வேதியியல் பி.எம்.ஸி. க்ளாஸ் ரூம் உள்ளது. இரண்டாம் ஆண்டு வேதியியல் பி.எம்.ஸி. க்ளாஸ் ரூம் உள்ளது. இரண்டாம் ஆண்டு வேதியியல் பி.எம்.ஸி. க்ளாஸ் ரூம் உள்ளது.

Dr. Karunakaran

From

Dr. C. KARUNAKARAN, Ph.D., PDF(USA)
Head & Associate Prof. of Chemistry
VHNSN College (Autonomous)
Virudhunagar - 626 001. (TN).

To

The Principal
VHNSN college (Autonomous)
Virudhunagar

Respected sir,

I request you to kindly provide
3 bench & 3 desks (5 seater - long size)
to the chemistry department as early as
possible.

Thanking you

Yours faithfully

C. Karunakaran

18/06/2019

Dr. C. KARUNAKARAN, Ph.D., PDF(USA)
Head & Associate Prof. of Chemistry
VHNSN College (Autonomous)
Virudhunagar - 626 001. (TN).

Mr. VK
18/06/19

~~IRCA - M. Com - CA class 6~~ 5 units 2 + 4 units 2 + 4 units 2 + 4 units 2
~~Per class 6~~
21/06/19

Dr. Jeeva Jayaraman
18/06/19

From

29/9/2018

Dr. G. Anudha.

Librarian
VHNSN College (Autonomous)
Vizudhunagar.

To

The Principal,
VHNSN College (Autonomous)
Vizudhunagar.

Respected Sir,

I kindly request you to
offer permission to send Our library
Wooden Chairs - 38. and Steel chairs -
8 Nos to the building Section Office.

And I also request you to offer
Plastic Chairs - 56 Nos for replacing the
above seating capacity.

Thanking You,

Yours Sincerely,

Dr. Mr.
29/9/2018

Mr. V. K.
29/9/18
Joint Libr. Plastic Chairs
120 Orinon
December 2018
An. G. Anudha
A. G.



ESTD : 1947

Virudhunagar Hindu Nadars' Senthikumara Nadar College

VIRUDHUNAGAR - 626 001

TAMIL NADU

Department of Business Administration

E-mail : support@vhnsncollege.in

☎ : 04562 - 280154

Dr.S.SEKAR SUBRAMANIAN
Head of the Department

Date: 24-09-2018

To
The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.


Sir,

Our department is in need of the following requirements to be used by Full Time Ph.D and M.Phil (Management) Research Scholars. Kindly do the needful.

I. 5 Tables with Chair

Thanking You,

Yours faithfully,


(Dr.S.Sekar Subramanian)



5 பீர்டு டீப்டு 5 இரண்டுகள் கை நாடுக்கப்படும்.
Dr. Sekar



Estd 1947

DEPARTMENT OF MANAGEMENT STUDIES
VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE

Virudhunagar - 626 001.

குன்னாட்சி

Re-accredited with 'A' Grade Status by NAAC with CGPA of 3.04

★ EDUCATION ★ DISCIPLINE ★ CULTURE

Date

16.08.2018

B.Pavala Kumar
Associate Professor & Head

To

The Principal,
V.H.N.S.N.College (Autonomous), Virudhunagar.

Through

The Director – SF courses,
V.H.N.S.N.College (Autonomous), Virudhunagar.

Sir,

SUB: Plastic Chair Stock in MBA Conference Hall

There were 167 plastic chairs in the MBA conference hall. 3 chairs were damaged after INSPIRE programme and one chair was damaged after PFMS awareness programme conducted at the Conference Hall. Currently there are only 163 chairs in the conference hall. This is for your kind information.

Thanking You

Regards

B. Pavala Kumar

Head

16/8/18.

Ms vk
16/08/18

Noted Sir
A. J. J.

From

R. Lavanya,

Assistant Professor of English &

Language Lab In-charge,

V. H. N. Senthikumara Nadar College, (Autonomous)
Vinudhunagar.

To

The Secretary,

V. H. N. Senthikumara Nadar College, (Autonomous)
Vinudhunagar.

Through

1. The Director,

S. F Courses

V. H. N. Senthikumara Nadar college,
Vinudhunagar.

2. The Principal,

V. H. N. Senthikumara
Nadar college,
Vinudhunagar.

Respected Sir,

SUB: Need for plastic chairs in Language lab.

In the language lab there are 38 chairs
(28 swivel chairs & 10 plastic chairs) These chairs are
not adequate enough to accomodate our students. So
I kindly request you to provide fifteen (15) ^{plastic} chairs
as early as possible.

Thank You,

Yes
18/07/18 MrVK

Vinudhunagar,

Forwarded

Yours faithfully,

18/07/2018

Whind
Received 15 18.7.18
plastic chairs on
R. Lavanya
25/07/2018

R. Lavanya
18/7/18

செல்வ சிவசுந்தரன் 15 செப்டம்பர் 2018
மேலே உள்ள பிப்ரவரி 18/7/18
உட்கார்ந்து.

சிவபிரகாசர்

பேராசிரியர், டி.கா. அண்ணாசலம்,
கிணையப் பேராசிரியர் மஞ்சள்
சுமியத்தையுறைத் தண்டை,
20.கி.நா.செ.நா. கின்பாதி (தர்மபுரம்)
2018ஆகஸ்ட்.

சிவபிரகாசர்


கின்பாதி முதல்வர் அவர்கள்,
20.கி.நா.செ.நா. கின்பாதி (தர்மபுரம்)
2018ஆகஸ்ட்.

மதிப்பிற்குரிய சுவாமி,

மயன் மாடக்குடி 25
கேடும் கிராமத்தினர்
பிணக்கம்! சுவியத்தையுறைத் தண்டை
மாராய்ச்சி சேர் கிராமத்தையுறைத் தண்டை
நன்றி!

2018ஆகஸ்ட் }
26.12.18 }

M. V. K
26/12/18

சிவபிரகாசர்,

26/12/18

சுவியத்தையுறைத் தண்டை 15 மாராய்ச்சி சேர்
கிராமத்தையுறைத் தண்டை
D. Jeyaraj
27/12/18

From

Dr.M.Jeenadas
Assistant Professor and Head
Department of P G History
V.H.N.S.N. College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N. College (Autonomous)
Virudhunagar

22/02/21

Through

The S F Coordinator
V.H.N.S.N. College (Autonomous)
Virudhunagar

Sir,

I request you to kindly provide four plastic chair to the P G Department of
History.

Thanking you

Virudhunagar

22.02.2021

Yours faithfully

22/02/21
22/2/21

Yes
22/02/21
Mr. V.

From

Dr.G.Ravi
Associate Professor and Head
Department of History
V.H.N.S.N. College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N. College (Autonomous)
Virudhunagar

Dr. G. Ravi
04/09/21

Sir,

I wish to draw your kind notice that, some tube lights and fans are to be repaired in our department. Hence I request you to make necessary arrangements to rectify it.

Details:

Room number (Arts Block)	Fan	Tube light
3	---	1
3A	3	1
4	1	3

Thanking you

Virudhunagar
04.09.2021

Yours faithfully

[Signature]

Yes
Dr. G. Ravi
04/09/21

Dr. G. Ravi
04.09.21

From

Mr.Z.Ramya Sushil,
Head of the Department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

Sub: Requisition of repairing floor tiles in conference hall – Reg.

I hereby inform you that floor tiles of Kanagamani Conference Hall in IRCB were broken. I kindly request you to make necessary arrangements to fix the tiles at your earliest convenience.

Thanking you,

Virudhunagar

22.03.2022

Yours Sincerely,


[Mr.Z.Ramya Sushil] 22/3/22

Buildi tech


22/03/22

செய்து கொடுக்கப்படுகிறது

26/3

From

Mr.Z.Ramya Sushil,
Head of the department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

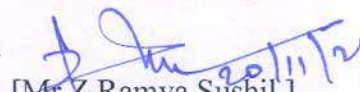
I would like to inform you that water flow of toilet tap in the gents' staff rest room in first floor of IRC Block is completely arrested due to salt accumulation. I kindly request you to make necessary arrangements to service it at the earliest of your convenience.

Thanking You,

Virudhunagar

20.11.2021

Yours Sincerely,


[Mr.Z.Ramya Sushil]

Buildi sect
20/11/21

49 muniy, 03 nudi 4997 1/21
8m
22/11

From

Mr.Z.Ramya Sushil,
Head of the department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

I would like to inform you that sink tap in the ladies staff rest room in first floor of IRC Block is not functioning after reconstructing the restroom. There is no water flow in the tap. I kindly request you to make necessary arrangements to service it at the earliest of your convenience.

Thanking You,

Virudhunagar

24.11.2021

Yours Sincerely,

[Mr.Z.Ramya Sushil]

Buildi sect
24/11/21

24/11/21
25/11

From

Mr.Z.Ramya Sushil,
Head of the department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

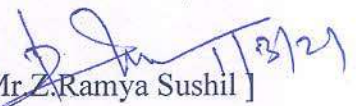
I would like to inform you that water flow of toilet tap in the ladies staff rest room in first floor of IRC Block is not coming in regular flow. It is taking much time to fill one bucket. I kindly request you to make necessary arrangements to service it at the earliest of your convenience.

Thanking You,

Virudhunagar

01.03.2021

Yours Sincerely,


[Mr. Z. Ramya Sushil]

Bairdhi
01/03/21

Handwritten note in Tamil

Dr
2-3

From

Mr.Z.RamyaSushil,
Head of the department,
Department of Information Technology,
VHNSN College(Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College(Autonomous),
Virudhunagar.

Through

The SF Director,
VHNSN College(Autonomous),
Virudhunagar.

Respected Sir,

I would like to inform you that one fan in our department is not working. I kindly request you to make an arrangement for repairing the fan.

Thanking You,

Virudhunagar

19.12.2019

Yours Sincerely,

[Mr.Z.RamyaSushil] 19/12/19

Yes
19/12/19

Am nagan in the department
19/12/19

From

Mr.Z.Ramya Sushil,
Head of the department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

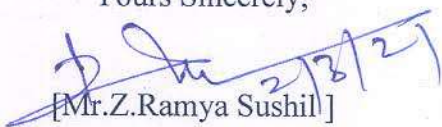
I would like to inform you that one fan in Room No.8 of IRCB is not working. I kindly request you to make necessary arrangements to service it at your earliest convenience.

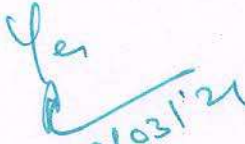
Thanking You,

Virudhunagar

02.03.2021

Yours Sincerely,


[Mr.Z.Ramya Sushil]

Yes

02/03/21

Bus convenience


3/3

From

Mr.Z.Ramya Sushil,
Head of the department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Director,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

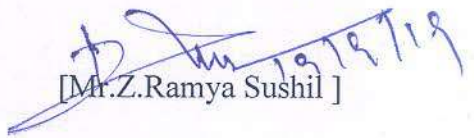
I would like to inform you that three plastic chairs in Kanagamani Conference Hall has been damaged on 17.09.2019 during the placement program which was organized by our college Placement cell.


Thanking You,

Virudhunagar

19.09.2019

Yours Sincerely,


[Mr.Z.Ramya Sushil]

Mr. VC

19/09/19

From

Mr.Z.Ramya Sushil,
Head of the Department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

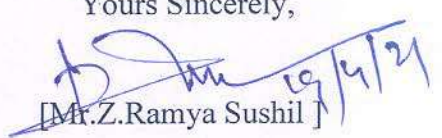
I would like to inform you that four wire chairs in department of IT, IRCB has been damaged. So, I kindly request you to make an arrangement for knitting the chairs at the earliest of your convenience.


Thanking You,


Virudhunagar

19.04.2021

Yours Sincerely,


[Mr.Z.Ramya Sushil]

Yes

15/04/21

21/04/21

22-4

From

Mr.Z.Ramya Sushil,
Head of the department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Director,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

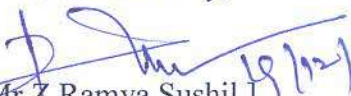
I would like to inform you that one fan in our department has been repaired. I kindly request you to make an arrangement for repairing the fan.

Thanking You,

Virudhunagar

19.12.2019

Yours Sincerely,


[Mr.Z.Ramya Sushil] 19/12/19

Received

802
20/12

From

Mr.Z.Ramya Sushil,
Head of the department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Director,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

I would like to inform you that water flow of sink in the first floor in IRC Block has been blocked. I request you to repair the sink. The following materials are required for repairing the sink. Kindly do the needful to us.

1. Coupling (32 mm size) → 2 Nos.
2. Hose 3' → 2 Nos.
3. PVC Solvent 100ml → 1 bottle

Thanking You,

Virudhunagar

19.12.2019

Yours Sincerely,

[Mr.Z.Ramya Sushil]

Yes
19/12/19

சென்னை கிளர் அலுவலகம்

20-12

From

Mr.Z.Ramya Sushil,
Head of the department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Director,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

I would like to inform you that three wire chairs in our department has been damaged. So,
I kindly request you to make an arrangement for knitting the chairs.

Thanking You,

Virudhunagar

19.12.2019

Yours Sincerely,

Mr.Z.Ramya Sushil

Builde secha
19/12/19

2019 12 19

8/12/19

From

Mr.Z.Ramya Sushil,
Head of the Department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The Coordinator,
SF Programmes,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

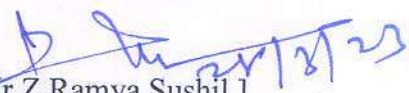
I would like to inform you that our department window glass and many of our class room window glasses in IRCB have been broken and it is difficult to close. I kindly request you to make necessary arrangements to change the glasses at the earliest of your convenience.


Thanking You,


Virudhunagar

28.03.2023

Yours Sincerely,


[Mr.Z.Ramya Sushil]

Yes

28/03/23


12/4

From

Mr.Z.Ramya Sushil,
Head of the department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

I would like to inform you that our department door key has been broken and it is stuck inside the lock. Also one of our department class (Room no.10) key has been lost during the pandemic period. Please make necessary arrangements to change the lock of our department at the earliest possible.

Thanking You,

Virudhunagar
08.02.2021

Yours Sincerely,

[Mr.Z.Ramya Sushil]

Yes
08/02/21

08/02/21

From

Mr.Z.RamyaSushil,
Head of the department,
Department of Information Technology,
VHNSN College(Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College(Autonomous),
Virudhunagar.

Through

TheSF Coordinator,
VHNSN College(Autonomous),
Virudhunagar.

Respected Sir,

I would like to inform you that the following materials in IT department, IRCB is not in usage due to slight damages. I kindly request you to make necessary arrangements to service it at your earliest convenience.

Items for rejuvenation

- 2 Desks → Room No.5
- 2 Benches → Room No.6
- 3 Desks → Room No.7
- 2 benches and 1 Desk → Room No.8
- 1 Desk → Room No.10
- 5 Desks and 6 Benches → Room No.14

Thanking You,

Virudhunagar

16.05.2023

Yours Sincerely,

[Mr.Z.RamyaSushil]

Mr V K A B wily
Tech
16/05/23

செய்து கொடுக்க வேண்டுகிறேன்.
16/5/23

From

Mr.Z.Ramya Sushil,
Head of the department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

I would like to inform you that the following materials in IT department, IRCB is not in usage due to slight damages. I kindly request you to make necessary arrangements to service it at your earliest convenience.

Items for rejuvenation

- 4 steel wired chairs for reknitting → IT Department
- 2 Desks and 2 Fans → Room No.8
- 2 Desks and 1 Bench → Room No.7
- 1 Desk, 1 Fan and 1 Light → Room No.6
- 1 Fan and 1 Light and 2 Benches → Room No.5
- 1 Desk → Room No.10

Thanking You,

Virudhunagar

19.04.2021

Yours Sincerely,

[Mr.Z.Ramya Sushil]

19/04/21

மேல்க்கண்ட பொருள்கள்
சரிசெய்து கொடுக்கப்படுமா?
மேல்க்கண்ட பொருள்கள்

20.4

அனுப்புநர்

கா.பூதீதர்,
தமிழ்த்துறைத் தலைவர் (சுயநிதி),
வி.இ.நா செந்திக்குமாரநாடார் கல்லூரி, (தன்னாட்சி)
விருதுநகர்.

பெறுநர்


வழி

முதல்வர் அவர்கள்,
வி.இ.நா செந்திக்குமாரநாடார் கல்லூரி, (தன்னாட்சி)
விருதுநகர்.

ஒருங்கிணைப்பாளர் அவர்கள்,
வி.இ.நா செந்திக்குமாரநாடார் கல்லூரி, (தன்னாட்சி)
விருதுநகர்

பொருள் : **துறையின் நிலைக்கதவில் அரைக்கதவு (Half Door) பொருத்த வேண்டுகல் - தொடர்பாக**

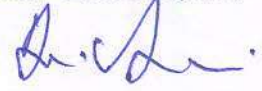
மதிப்பிற்குரிய ஐயா,

வணக்கம். எமது துறை வி.வி.ஆர்.ஜெ.வளாகத்தில் அறை எண். 1 இல் உள்ளது. துறையின் நுழைவு வாயிலுக்கு எதிரே குடிநீர் குழாய் உள்ளது. இதன் காரணமாக சில இடையூறுகள் ஏற்படுகின்றன. அதன் பொருட்டு நிலைக்கதவில் **அரைக்கதவு (Half Door)** பொருத்தினால் இடையூறுகள் இருக்காது என்று எண்ணுகிறேன். அதனால் துறையின் நிலைக்கதவில் அரைக்கதவு பொருத்தத் தக்க ஆவண செய்ய வேண்டுமாறு கேட்டுக் கொள்கிறேன்

நன்றி,

விருதுநகர்,
09.12.2022.

தங்கள் உண்மையுள்ள,




09/12/22

சு.நி. ஜெ.வி.ஆர். வளாகத்தில்
அறை எண். 1 இல் உள்ளது
நிலைக்கதவில் அரைக்கதவு
பொருத்த வேண்டுகல்
09/12/22

அனுப்புநர்

தமிழ்த்துறைத் தலைவர்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

பெறுநர்

கல்லூரி முதல்வர் அவர்கள்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

மதிப்பிற்குரிய ஐயா,

வணக்கம். எங்கள் துறையில் உள்ள அனைத்து வகுப்பறை மற்றும் துறையில் உள்ள கரும்பலைகையில் கருப்பு வண்ணம் அடித்துத் தருமாறு கேட்டுக் கொள்கிறேன்.

நன்றி.

இடம்: விருதுநகர்

நாள்: 06.04.2023

தங்கள் உண்மையுள்ள,

Buildij sect

06/04/23

ON: கரும்பலை வண்ணம் அடித்துத் தருமாறு

06/04

அனுப்புநர்

தமிழ்த்துறைத் தலைவர்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

பெறுநர்

கல்லூரி முதல்வர் அவர்கள்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

மதிப்பிற்குரிய ஐயா,

வணக்கம். எங்கள் தமிழ்த்துறையில் உள்ள ஆசிரியர்கள் பயன்படுத்தும் கழிப்பறையில் உள்ள கதவில் உள்ள தாழ்ப்பாள், வாஷ் பேசின் மற்றும் மாணவர்கள் கைகழுவப் பயன்படுத்தும் வாஷ் பேசின் பழுதடைந்துள்ளது. இதனைத் தயவுசெய்து சரி செய்து தருமாறு கேட்டுக் கொள்கிறேன்.

நன்றி.

இடம்: விருதுநகர்

நாள்: 06.04.2023

தங்கள் உண்மையுள்ள,

Buildig sect

06/04/23

*0. N. S. - கையாண்டவர் கதிர் சாமி சுவாமி
பி. சுவாமி சுவாமி*

06/4

அனுப்புநர்

தமிழ்த்துறைத் தலைவர்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

பெறுநர்

கல்லூரி முதல்வர் அவர்கள்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

மதிப்பிற்குரிய ஐயா,

வணக்கம். எங்கள் தமிழ்த்துறை நூலகத்தில் மாணவர்கள் அமர்ந்து பயில்வதற்கு உள்ள இரும்பு இருக்கைகள் பழையதாக உள்ளது. மாணவர்களின் உடைகளைப் பற்றி இழுத்து சில நேரங்களில் ஆடைகள் கிழிந்து விடுகின்றன. ஆகவே மாணவர்கள் அமர்ந்து நூல்களை வாசிப்பதற்கு புதிய பிளாஸ்டிக் சேர்கள் தருமாறு அன்புடன் கேட்டுக் கொள்கிறேன்.

நன்றி.

இடம்: விருதுநகர்

நாள்: 14.12.2022

தங்கள் உண்மையுள்ள,

Mr Vle
Yes
14/12/22

அனுப்புநர்

தமிழ்த்துறைத் தலைவர்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

பெறுநர்

கல்லூரி முதல்வர் அவர்கள்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

மதிப்பிற்குரிய ஐயா,

வணக்கம். வணக்கம். தமிழ்த் துறை பேராசிரியர்கள் அமர்ந்துள்ள அறையில் உள்ள ஜன்னல்களில் கம்பி வலைகள் இல்லாததால் பறவைகள் மற்றும் அணில்கள் வருகின்றன. ஆகவே ஜன்னல்களுக்கு வலை பொருத்தித் தருமாறு கேட்டுக் கொள்கிறேன்.

நன்றி.

இடம்: விருதுநகர்

நாள்: 14.06.2022

தங்கள் உண்மையுள்ள,



Builder's Tech
14/06/22

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சென்னை
21.6

அனுப்புநர்

தமிழ்த்துறைத் தலைவர்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

பெறுநர்

கல்லூரி முதல்வர் அவர்கள்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

மதிப்பிற்குரிய ஐயா,

வணக்கம். தமிழ்த் துறை இரண்டாவது மாடியில் உள்ள முதலாண்டு வகுப்பறையில் உள்ள ஜன்னல்கள் அனைத்திற்கும் கம்பிகள் இல்லாமல் ஆபத்தான நிலையில் உள்ளது. ஆகவே அனைத்து ஜன்னல்களுக்கும் கம்பிகள் இணைத்துக் கொடுக்குமாறு கேட்டுக் கொள்கிறேன்.

இடம்: விருதுநகர்

நாள்: 12.04.2022

தங்கள் உண்மையுள்ள,



*Buildig sechn
12/04/22*

*ON: அம்மா சந்திரன்
12/04/22*

அனுப்புநர்

தமிழ்த்துறைத் தலைவர்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

பெறுநர்

கல்லூரி முதல்வர் அவர்கள்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

மதிப்பிற்குரிய ஐயா,

வணக்கம். எங்கள் துறையில் பேராசிரியர்கள் உள்ள அறையில் அலமாரி இல்லாததால் புத்தகங்கள் மற்றும் மாணவர்களின் விடைத்தாள்கள் ஆங்காங்கே துறையில் வைக்க வேண்டிய சூழல் உள்ளது. ஆகையால் ஒவ்வொரு ஆசிரியருக்கும் தனித்தனியே அலமாரி வசதி அமைத்துத் தருமாறு வேண்டிக் கொள்கிறேன்.

நன்றி.

இடம்: விருதுநகர்

நாள்: 10.04.2023

தங்கள் உண்மையுள்ள,

10/04/23

O.N: 23/2023/11 அலமாரி உபகரணங்கள்
பெற்றுக் கொடுக்க வேண்டுகிறோம்
7.12.23

அனுப்புநர்

கா.புரீதர் ,
தமிழ்த்துறைத் தலைவர் (முதுகலை),
வி.இ.நா செந்திக்குமாரநாடார் கல்லூரி, (தன்னாட்சி)
விருதுநகர்.

பெறுநர்

முதல்வர் அவர்கள்,
வி.இ.நா செந்திக்குமாரநாடார் கல்லூரி, (தன்னாட்சி)
விருதுநகர்.

வழி

இயக்குநர் அவர்கள்,
வி.இ.நா செந்திக்குமாரநாடார் கல்லூரி (தன்னாட்சி),
விருதுநகர்.

பொருள் : துறைப் பயன்பாட்டில் உள்ள 3 நார் சேர்களைப் பழுது நீக்க
வேண்டுக - தொடர்பாக

மதிப்பிற்குரிய ஐயா,

வணக்கம். முதுகலைத் தமிழ்த்துறையில் தற்பொழுதுவரைப் பயன்பாட்டில் இருந்து வந்த நார்ச் சேர்களுள் 3 சேர்கள் நார் அறுந்தும் ஸ்கரு விடுபட்டும் பழுதாகி உள்ளன. அதனைப் பழுது பார்த்து, பயன்பாட்டிற்குக் கொண்டு வருவதற்குத் தாங்கள் தக்க ஆவன செய்ய வேண்டுமாறு கேட்டுக் கொள்கிறேன்.

நன்றி,

விருதுநகர்,
23.08.2018.

தங்கள் உண்மையுள்ள ,



Yes
23/08/18

வி.இ.நா செந்திக்குமாரநாடார் கல்லூரி

30.8

அனுப்புநர்

கா.பூதீதர்,

தமிழ்த்துறைத் தலைவர், (சுயநிதி)

வி.இ.நா.செந்திக்குமார் நாடார் கல்லூரி (தன்னாட்சி),
விருதுநகர்.

பெறுநர்

கல்லூரி முதல்வர் அவர்கள்,

வி.இ.நா.செந்திக்குமார் நாடார் கல்லூரி (தன்னாட்சி),
விருதுநகர்.

வழி

ஒருங்கிணைப்பாளர் அவர்கள்

வி.இ.நா.செந்திக்குமார் நாடார் கல்லூரி (தன்னாட்சி),
விருதுநகர்.

மதிப்பிற்குரிய ஐயா,

வணக்கம். எமது துறை கடந்த கல்வியாண்டு வரை லாங்வேஜ் லேபில்
இயங்கி வந்தது. தற்பொழுது **வி.வி.ஆர்.ஜெ. வளாகக் கீழ்தளத்தில் உள்ள
அறை எண். 1** இல் இயங்கி வருகிறது. இந்த அறையில் உள்ள சன்னல்களுக்கு
வெளிப்புறத்தில் கம்பி வலை மாட்ட வேண்டும். மற்றும் துறைப் பேராசிரியர்களின்
பயன்பாட்டிற்கு ஒரு வாஷ் பேஷின் தேவைப்படுகிறது. இதற்குத் தாங்கள் தக்க
ஆவன செய்ய வேண்டுமாறு கேட்டுக் கொள்கிறேன்.

நன்றி,

விருதுநகர்,
11.11.2020.

தங்கள் உண்மையுள்ள,

(Handwritten Signature)

Buildig sech
11/11/20

*0. N. சின்னக்குடிவரைபுத்து
2020/11/11 மாட்டிவலை*
(Handwritten Signature)
19/11

அனுப்புநர்

கா.ஸ்ரீதர்,

தமிழ்த்துறைத் தலைவர் (சுயநிதி),

வி.இ.நா.செந்திக்குமார நாடார் கல்லூரி., (தன்னாட்சி),

விருதுநகர்.

பெறுநர்

கல்லூரி முதல்வர் அவர்கள்,

வி.இ.நா.செந்திக்குமார நாடார் கல்லூரி., (தன்னாட்சி),

விருதுநகர்.

வழி

ஒருங்கிணைப்பாளர் அவர்கள்,

சுயநிதி பாடப்பிரிவு,

வி.இ.நா.செந்திக்குமார நாடார் கல்லூரி., (தன்னாட்சி),

விருதுநகர்.

பொருள்: துறைப் பயன்பாட்டிற்கு நான்கு சேர்கள் வேண்டுதல் – தொடர்பாக
மதிப்பிற்குரியீர்,

வணக்கம். எமது துறையில் பயன்பாட்டில் இருந்த மூன்று நார் சேர்கள்
மற்றும் ஒரு பிளாஸ்டிக் சேர் பழுதாகி விட்டது. அதனால் துறைப் பயன்பாட்டிற்கு
நான்கு சேர்கள் வழங்க ஆவன செய்ய வேண்டுமாறு கேட்டுக் கொள்கிறேன்.

நன்றி,

விருதுநகர்,

21.11.2022.

தங்கள் உண்மையுள்ள,

Mr V
Yes
21/11/22

அனுப்புநர்

கா.பூதீதர்,

தமிழ்த்துறைத் தலைவர், (சுயநிதி)

வி.இ.நா.செந்திக்குமார் நாடார் கல்லூரி (தன்னாட்சி),

விருதுநகர்.

பெறுநர்

கல்லூரி முதல்வர் அவர்கள்,

வி.இ.நா.செந்திக்குமார் நாடார் கல்லூரி (தன்னாட்சி),

விருதுநகர்.

வழி

ஒருங்கிணைப்பாளர் அவர்கள்

வி.இ.நா.செந்திக்குமார் நாடார் கல்லூரி (தன்னாட்சி),

விருதுநகர்.

பொருள் : துறையில் பழுதாகி உள்ள இரண்டு ஸ்டீல் நார் சேரைப் பழுது பார்க்க வேண்டுகல் - தொடர்பாக

மதிப்பிற்குரிய ஐயா,

வணக்கம். எமது துறையில் ஆசிரியர்களின் பயன்பாட்டில் இருந்த இரண்டு ஸ்டீல் சேர்களில் ப்ளாஸ்டிக் நார் அறுந்து பயன்படுத்த முடியாத நிலையில் உள்ளது. அதனால் அந்த இரண்டு ஸ்டீல் சேர்களையும் பழுது நீக்கிப் பயன்பாட்டிற்குக் கொண்டு வர தக்க ஆவன செய்ய வேண்டுமாறு கேட்டுக் கொள்கிறேன்.

நன்றி,

விருதுநகர்,

14.12.2021.

தங்கள் உண்மையுள்ள,




14/12/21

பி.வி. சண்முகம்
22/12/21

அனுப்புநர்

கா.புரீதர்,

தமிழ்த்துறைத் தலைவர், (சுயநிதி)

வி.இ.நா.செந்திக்குமார் நாடார் கல்லூரி (தன்னாட்சி),
விருதுநகர்.

பெறுநர்

14/12/21

கல்லூரி முதல்வர் அவர்கள்,

வி.இ.நா.செந்திக்குமார் நாடார் கல்லூரி (தன்னாட்சி),
விருதுநகர்.

வழி

ஒருங்கிணைப்பாளர் அவர்கள்

வி.இ.நா.செந்திக்குமார் நாடார் கல்லூரி (தன்னாட்சி),
விருதுநகர்.

பொருள் : துறையில் பழுதாகி உள்ள மின்விசிறி மற்றும் டியூப் லைட்டைப் பழுது
பார்க்க வேண்டுகல் - தொடர்பாக

மதிப்பிற்குரிய ஐயா,

வணக்கம். எமது துறையில் உள்ள ஒரு மின்விசிறி மற்றும் ஒரு டியூப் லைட் பழுதாகி உள்ளது. அந்த மின்விசிறியையும் டியூப் லைட்டையும் பழுது நீக்கிப் பயன்பாட்டிற்குக் கொண்டு வர தக்க ஆவன செய்ய வேண்டுமாறு கேட்டுக் கொள்கிறேன்.

நன்றி,

விருதுநகர்,
14.12.2021.

தங்கள் உண்மையுள்ள,



Yes
14/12/21

O.N. பழமணி பேச்சிப்பேர்
தொழில்நுட்ப
15.12

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

20/07/22

Respected Sir,

We wish to bring to kind notice that, 30 LED tube light in Indoor stadium were not worked. So I request you kindly grant order to do the repairing work.

Thanking You

Virudhunagar

20.07.2022

yours truly,

20/7/2022

*Buildig section
20/07/22*

*O.N. 44/0001 Arin Jangam
27/7*

From

T.Murugesan

Director of Physical Education

V.H.N.S.N.College (Autonomous)

Virudhunagar

To

The Principal

V.H.N.S.N.College (Autonomous)

Virudhunagar

Respected Sir,

We wish to bring to your kind notice that the following repairing works to be needed in the Department of Physical Education.

1. Toilet Door
2. New Toilet Light Facility
3. Worden Beairo lock

Thanking You

Virudhunagar

21.09.2021

yours truly,

(M) 21/09/21

Buildy kethz

21/09/21

0.14
Unioni Pun Unioni omi
Sriwari us by Sen mm
Sriwari us
21.9

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

A
21/09/21

Respected Sir,

We wish to bring to your kind notice that the following repairing works to be needed in the Indoor and Gym.

1. Bathroom Door Lock.
2. Gym outside Light.

Thanking You

Virudhunagar

21.09.2021

yours truly,

21/09/21

Buildy section
21/09/21

o.n: following works to be done in Gym and Bathroom.
23.9

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

Respected Sir,

We wish to bring to kind notice that 18 LED tube light in Indoor stadium and lock in bathroom door not worked properly. So I request you kindly grant order to do the repairing work.

Thanking You

Virudhunagar

11.10.2021

yours truly,

(Signature)
11/10/2021

Buildij kaku

(Signature)
11/10/21

*o.n.s. -
kathu qum usi' pui shunai...*

(Signature)
18.10

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

Respected Sir,

We wish to bring to kind notice that, the following necessary works to be carryout in the play fields and equipments.

1. Horizontal bar broken - southern side of pavilion
2. Cricket nets gravel filling and post planting work opposite to Fig 8 walking arena.
3. Wash basin and Track water pipe line tap leakage – 2 nos.
4. Hockey Field water pipe valve leakage.

So I request you kindly grant order to do the repairing work.

Thanking You

Virudhunagar

03.09.2021

yours truly,

03/09/2021

Buildy section
03/09/21

o.n.
S. Murugesan
Principal
Virudhunagar
03/09/21

From
T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)

02/02/21

To The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

Respected Sir,

I wish to inform you that, Iron Gate in the Tennis complex is damaged due to rust. In this regard, I request you to kindly grant order to do the work.

Thanking you,

Virudhunagar
02-02-2021

Yours truly,
02/02/21

Building section

02/02/21

0.1.21
மணிமொழி ஸ்போர்ட்ஸ் களம்
விருதுநகர்
02/02/21

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

16/03/21

Respected Sir,

We wish to bring to kind notice that, the following necessary works to be carryout in the play fields water pipe line.

1. Northern side of Tennis court valve and pipe line leakage.
2. Track water pipe line 2Nos valve leakage.
3. Hockey Field water pipe valve leakage.

So I request you kindly grant order to do the repairing work.

Thanking You

Virudhunagar

16.03.2021

yours truly,

16/03/2021

Budhij Sethu
16/03/21

Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar
16/03/21

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

Respected Sir,

We wish to bring to kind notice that, 18 LED tube light in Indoor stadium were not worked. So I request you kindly grant order to do the repairing work.

Thanking You

Virudhunagar

04.08.2021

yours truly,

04/08/21

*Buildig section
04/08/21*

*O.N
Sathiyamoorthy
04/08/21*

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

08/01/20

Respected Sir,

I wish to inform you that, the water pipe near South East side of track is damaged due to rust. In this regard, I request you to kindly grant order to do the rectifying work.

Thanking you,

Virudhunagar
08-01-2020

Yours truly,

08/01/20

Building section

08/01/20

0.20
08/01/20
08/01/20

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

08/01/20

Respected Sir,

We wish to inform you that the following repairing and cleaning work needed to our Indoor Stadium.

1. Wooden floor cleaning work with white vinegar liquid.
2. Anti Termite spray in floor.
3. Exhaust Fan on ceiling replacement.
4. Gallery –side opened may be filled with Iron mesh.
5. Front Gate Grill steps cement work and paint work.

So I request you to kindly grant order to do necessary work.

Thanking you,

Virudhunagar
08-01-2020

Yours truly,

08/01/20

Buildy section

08/01/20

*D.N.S.
Virudhunagar
08/01/20*

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)

To The Principal

08/01/20

V.H.N.S.N.College (Autonomous)
Virudhunagar

Respected Sir,

I wish to bring to your kind notice that, play fields and track have more grass and herbs, in this regard we need dozer work and man work in play fields and track. So I request you kindly to do the needful.

Thanking you,

Virudhunagar
08-01-2020

Yours truly,

08/01/20

Buisi sechi
08/01/20

O.V. Thirumala Kumar
08/01/20

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

A
12/09/18

Respected Sir,

We are going to organize MKU D zone Football tournament on 18.09.18 and 19.09.18 and M.K.University Interzone basketball tournament on 22.09.18, 23.09.18 at our college premises. In this regard we need the following work to be done in Basketball court. so I request you to kindly grant permission to do the work.

1. Basketball court marking with paint.
2. Flood light checking.
3. Need 6 feet plastic pipe-8 Nos

Thanking You,

Virudhunagar
12.09.2018

Yours truly,

A
12/09/2018

Builerj sech

A
12/09/18

O.N. Gnanasunil Gannasunil
Principal, M.K. University
21.9

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

04/09/18

Respected Sir,

I wish to bring to your kind notice that our department wooden main door 3 locks and wooden table drawers 6 locks were not functioned well. So I request you to kindly grant permission to do the work.

Thanking You,

Virudhunagar
04.09.2018

Yours truly,

04/09/2018

Buildy section

04/09/18

ச.வ. கட்டிடப் பகுதி
மேற்பாளர்
04/09/18

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

12/12/18

Respected Sir,

I wish to bring to your kind notice that, 4 Petti locks(main wooden door) in our department of physical education are not functioned well. So I request you kindly to do the needful.

Thanking You,

Virudhunagar
17.12.2018

Yours truly,

17/12/2018

Buildy section

12/12/18

சென்னை கல்வி அமைச்சு
19.12

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

29/1/19

Respected Sir,

In our Department of physical Education, electronic Weighing machine plug point is not function. So we request your too kindly grant permission to do the service work from Department of physics.

Thanking You,

Yours truly,

Virudhunagar
29.1.2019

29/1/19

Buddij sek
29/1/19

O.N. sudha univ. ~~Virudhunagar~~
Dr
K.2

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

30/09/19

Respected Sir,

I wish to bring to your kind notice that the following repairing work to be done,

1. Gym outside Tube light is not functioned
2. Indoor outside Tube light is not functioned
3. Indoor LED tube lights 15 Tube lights are not functioned
4. Septic tank outlet pipe at in front of Indoor is water leakage
5. In pavilion 3 Tube lights are not functioned

So I request you to kindly grant permission to do the work and do the needful.

Thanking You,

Virudhunagar

30.09.2019

yours truly,

30/09/2019

Buildig section

30/09/19

D.N. Srinivasan
Principal

30/09/19

From

Dr.N.Prithivikumaran,
Head & Associate Professor,
Department of Physics,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar

To

The Principal,
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar

21/06/21

Respected Sir,

In the networking lab of our department sufficient number of Computer table chairs is not available for the students to work. I request you to kindly provide **20 computer chairs** for the use of the students.

With thanks,

Virudhunagar

21-06-2021

Yours sincerely,

N. Prithivikumar

Buidiy setu

Mr. V.K.

Pl. arrange

21/06/21

From

Dr. N.Prithivikumaran,
Head & Associate Professor,
Department of Physics,
V.H.N.S.N. College (Autonomous),
Virudhunagar

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar

16/08/21

Respected Sir,

The Ceiling fan in the Room no. 17 is not functioning and needed to be serviced or replaced. I request you to kindly make necessary arrangements to get it serviced or replaced.

With thanks,

Virudhunagar

16-08-2021

Yours sincerely,

N. Prithivik

Bairdy kch
16/08/21

புதிதாக சீரமைக்கப்பட்டுள்ளது
16/8

From

Dr.N.Prithivikumaran
Head & Associate Professor of Physics
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

To

The Principal,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected Sir,

I would like to bring to your kind notice that the Water Sink (along with supporting angle) in our UG, PG and Research lab (Room No. 8) got damaged and need to be replaced. I request you to kindly do the needful to replace them with new ones.

With thanks,

Virudhunagar

27-04-2022

Yours sincerely,

N. Prithivikumaran

*Buildy seen
27/04/22*

செய்து கொடுக்க வேண்டுகிறேன்.

*Dr
A-S*

From

Dr. N.Prithivikumaran,
Head & Associate Professor,
Department of Physics,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

To

The Principal,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected Sir,

The following electrical appliances in the respective class rooms are needed to be serviced or replaced.

1. Room no. 10 (PG Lab)– 1 Tube light
2. Room No. 14 (IIBSc Classroom) – 2 Tube light
3. Room No. 11 (Network lab) – 1 Ceiling fan
4. Room no. 17 (II MSc Classroom)– 1 Tube light
5. Room No. 15 (IIBSc Classroom) – 1 Tube light

I request you to kindly make necessary arrangements to get them serviced or replaced.

With thanks,

Virudhunagar

12-08-2022

Yours sincerely,

N.Prithivikumaran

Yes
12/08/22

செய்யும்படி ஏற்பாடு செய்யப்படுகிறது.

Dr
13-8

From

Dr.N.Prithivikumaran
Head & Associate Professor of Physics
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

To

The Principal,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

19/09/22

Respected Sir,

I would like to bring to your kind notice that the Water Sink (along with supporting angle) in our UG, PG and Research lab (Room No. 8) got damaged and need to be replaced. I request you to kindly do the needful to replace them with new ones.

With thanks,

Virudhunagar

19-09-2022

Yours sincerely,

N.P.K.C

Yes
19/09/22

Buildij tech
19/09/22

சென்னை கல்வி நிறுவனம்

22/9

From

Dr. N.Prithivikumaran,
Head & Associate Professor,
Department of Physics,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

To

The Secretary & Correspondent,
V.H.N.Senthikumara Nadar College managing board,
Virudhunagar

Through

The Principal,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected Sir,

In addition to the equipments damaged in our PG laboratory the following furnitures were also got damaged completely.

- | | |
|---|------|
| 1. Stabilizer 5 KVA | - 1 |
| 2. Stabilizer 10 KVA | - 1 |
| 3. Batteries for UPS | - 12 |
| 4. Wooden work table – Large – 10'x4' | -1 |
| 5. Wooden bero – 6' x 4' | - 1 |
| 6. Staff table – Steel – Work table – 5' x 3' | - 1 |
| 7. Staff chair – wooden | - 3 |
| 8. Wooden stool | - 3 |
| 9. Plastic chair | - 3 |

I request you to kindly replace them at the earliest to bring the PG Physics laboratory into operation.

Thank you.

Virudhunagar
27-01-2023

Recommended
4
Forwarded
27-01-23

Yours sincerely,

NITM

(Signature)
20.12

From

Dr.N.Prithivikumar
Head & Associate Professor of Physics
VHNSN College (Autonomous)
Virudhunagar

To

The Principal,
VHNSN College (Autonomous)
Virudhunagar

06/12/18

Respected Sir,

For our department purpose we are in need of the following furniture materials.

1. Library bureau for books – 1
2. Wooden Staff chair – 2
3. Computer Table for Room No:12 – 1
4. Computer chairs for Computer Network Lab – 5

I request you to kindly provide us the same.
With thanks,

Virudhunagar

06-12-2018

Yes
06/12/18

Yours sincerely,

N. Prithivikumar

Dr. N. Prithivikumar
06/12/18

From

Dr. N.Prithivikumaran,
Head & Associate Professor,
Department of Physics,
V.H.N.S.N. College (Autonomous),
Virudhunagar

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar

15/09/21

Respected Sir,

We are in need of ceiling fans for the following class rooms for the benefit of the students.

- 1.Room No. 9 C- 1 ceiling fan
- 2.Room No. 17 - 1 ceiling fan

I request you to kindly make necessary arrangements to fit the fans at the earliest.

With thanks,

Virudhunagar

15-09-2021

Yours sincerely,

Yes
15/09/21

N. Prithivikumar

Prithivikumar
15.9

From

Dr. N.Prithivikumaran,
Head & Associate Professor,
Department of Physics,
V.H.N.S.N. College (Autonomous),
Virudhunagar

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar

15/09/21

Respected Sir,

We have installed the analytical instruments purchased under DST-FIST fund in Room No.13 of our department. As there are no fans in that room it is difficult to do work continuously in that room. In this regard I request you to kindly make necessary arrangements to fit **Three wall mount fans** in that room.

With thanks,

Virudhunagar

15-09-2021

Yours sincerely,

N. Prithi

Yes
15/09/21

21/09/21

Dr
21/9

From

Dr.N.Prithivikumaran
Associate Professor of Physics
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

To

The Principal,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected Sir,

I would like to bring to your kind notice that there are cracks in the terrace of Staff room and Lecture Hall (Room No.12) and the water drops inside when it rains. I request you to kindly make arrangements to get it repaired as early as possible.

With thanks,

Virudhunagar

13-04-2022

Yours sincerely,



Buildig Dept
13/04/22

செய்து கொடுக்கப்படும் கட்டிட அலுவலர் அலுவலகம்
8/4/22

From

Captain Dr. N. Alagumanikumar,
Assistant professor of Zoology,
VHN Senthikumara Nadar College (Autonomous),
Virudhunagar

To

The Principal
VHN Senthikumara Nadar College (Autonomous),
Virudhunagar

Respected Sir,

I wish to bring to your kind notice that the bird's cage is not suitable to accommodate the birds as it is in a damaged condition. Kindly I request you to make arrangements for repairing and renew the cage and provide GI sheets roof.

Thanking you

Yours Faithfully,



(Captain Dr. N. Alagumanikumar)

Place: Virudhunagar

Date: 08-05-2023

From

Captain Dr. N. Alagumanikumaran,
Assistant professor of Zoology,
VHN Senthikumara Nadar College (Autonomous),
Virudhunagar

To

The Principal
VHN Senthikumara Nadar College (Autonomous),
Virudhunagar

Respected Sir,

I wish to bring to your kind notice that the bird's cage is not suitable to accommodate the birds as it is in a damaged condition. Kindly I request you to make arrangements for repairing the cage and provide GI sheets roof.

Thanking you

Yours Faithfully,



(Captain Dr. N. Alagumanikumaran)

Place: Virudhunagar

Date: 12-12-2022



Handwritten text in Tamil: க.ந. அலகுமனிகுமார்
12/12/22



From

Captain Dr. N. Alagumanikumar,
Assistant professor of Zoology,
VHN Senthikumara Nadar College (Autonomous),
Virudhunagar

To

The Principal
VHN Senthikumara Nadar College (Autonomous),
Virudhunagar

Respected Sir,

I wish to bring to your kind notice that the NCC room doors (main door and side door) are damaged condition. Kindly I request you to make arrangements for repair it and renovate the NCC room.

Thanking you

Place: Virudhunagar

Date: 12-12-2022

Yours Faithfully,



(Captain Dr. N. Alagumanikumar)

Buildee
12/12/22