

Ref: AE/E&C/2023-24/ 081

Date-27/03/2024

To,  
Principal,  
Amrutvahini COE, Sangamner

Sub: Reimbursement of 50% of IEEE membership fees

Respected Sir,

With reference to above cited subject, I am happy to share with you, that we have successfully reinstated IEEE Circuits and Systems Society student branch chapter with one faculty advisor and six student members. 50 % student membership fees are contributed from department Student Association. Faculty membership dues paid are Rs. 5095.00.

So kindly sanction reimbursement of Rs. 2,547.00/- (50 % of Rs. 5095.00) against faculty membership as per college policy.

Thanking You,

Yours Faithfully,



Dr. Sandip B. Rahane  
HOD, E&CE Dept.

Encl.

1. Credit Card Statement
2. Bill Receipt of USD 59.00
3. Membership card

*Accts* → 50%  
*allent*  
*HR*  
27/3/24