## **INTERNAL COMMUNICATION SHEET**

All the class Co-ordinators of MBA,MCA,BBA and BCA are hereby informed to communicate visiting faculties of respective class regarding not to conduct lectures from 24<sup>th</sup> to 27<sup>th</sup> September 2013 from 10.30 am to 1.30 pm. Lectures on same day will resume from 2.30 pm onwards.Similarly they should inform students regarding compulsory attendance on same day for function. It is observed that student's attendance for function was poor for previous functions. Class coordinators should look into matters seriously otherwise they will held responsible.

Dr. S.B.Sawant **DIRECTOR**