

INTERNAL COMMUNICATION SHEET

Dear Colleague

WE are feeling glad to forward you Academic Colander of 2012-13 of our department. You all are hereby informed to go through it and organize the event accordingly. You should take following precaution while organizing the event

- Respective Event coordinator should conduct the meeting of faculty members before there days of event to brief them about event.
- Student coordinator list should be prepared by event coordinator and brief them about their responsibilities in event
- Checklist should be prepared by coordinator for smooth running of event
- Coordinator should submit report of event along with Attendance of student within two days for completion of event
- Respective Class Coordinator should take Attendance of students and submit attendance to event coordinator on same day

Prof P.P.Kothari

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Dr. S.B.Sawant

DIRECTOR