

Date : 11/09/ 2012

INTERNAL COMMUNICATION SHEET

Respective Class Co-ordinators of MBA-I, MBA-II and BBA are hereby informed to submit following documents to H.O.D. on and before 17/09/12. Consider this as top priority work. These documents are required for Visit of Committee of H.O. and for clearance certificate of exam form

1. Teaching Plan of visiting faculty (if not submitted)
2. Lecture record (Weekly)
3. Attendance record (please collect % of attendee of each student for every subject)

Prof P.P. Kothari
HOD (Dept. of Mgt. Studies)

Dr. S.B.Sawant
DIRECTOR