## **NOTICE**

All faculty members are requested to check their duty for seminar in different batches on diffrent dates and accordingly students are to be helped in preparing power point presentation. Seminar allotment list is displayed on the college website in Events & Notices page. A separate file for every batch/semester is to be maintained and must be kept back in the Registrar office after the seminar. It would be the responsibility of all subject faculty members to make sure that even in the absence of a faculty member seminars are conducted and the attendance is marked.

Authorised Signatory

Dated:06.08.2016