

**TOP PRIORITY / IMMEDIATE**

AA/ICD/2014-15/772

Date : 22/01/2015

To  
The Principal

Kind Attention – Head, Dept of Zoology

Sir/Madam.

I am directed to inform you that the meeting of all the Heads of Departments of Zoology in various colleges has been convened at Kirti College, Dadar, Mumbai on Wednesday, the 28<sup>th</sup> January, 2015 at 3.30 pm.

The meeting would be chaired by Prof. Vinayak Dalvie, the Chairman, Board of Studies in Zoology in order to transact on 'Generating data base' for appointing examiners at ensuing different levels of examinations of the University.

In this connection you are requested to bring in the information about your Department in the accompanying format under your signature and stamp without fail.

Under the exceptional circumstances if you are unable to attend the meeting, please depute your colleague along with the necessary information desired as below.

I am further directed to inform you that your valuable suggestions for strengthening the subject would be appreciated during the discussion.

Yours faithfully,  
Sd/-  
Deputy Registrar  
University of Mumbai

**Name of the college**

Sr. No	Name of Teacher/s	Date of First Appointment at degree college	Date of Approval	Date of PG Recognition	Date of Superannuation	Portion Assigned		
						Class	Papers Taught	Topics Taught

Signature & Stamp of HOD, Zoology.