

20th Nov, 2013

To,
The Principal,

Sub: Workshop on Revised Syllabus for SY B.Com (Banking & Insurance) Semester IV

Madam/Sir,

Greetings!

The B.Com. (Banking & Insurance) stream of our college, in association with Ad-hoc Board of Studies - Banking and Finance, University of Mumbai is organizing one day workshop for colleges in western & central suburbs on “Revised Syllabus for S.Y.B.Com (Banking & Insurance) Semester IV” on Wednesday, December 4, 2013 from 9.00a.m to 5.30p.m in our college. The workshop intends to acquaint teachers with the revised syllabus.

We kindly request you to depute concerned teachers from your college to attend the workshop. Kindly confirm your participation by filling up registration form on or before 30th November, 2013 with registration fees Rs. 400 per teacher by cash/DD in favor of “The Principal, Shailendra Education Society’s Arts, Commerce & Science College” so that we can make the requisite arrangements. Please feel free to contact the organisers:

1. Ms. Bhavika Karkera – 9619000480
2. Ms. Shraddha Shukla – 9664819663

Or E-mail: ses_deg_col@yahoo.co.in for confirming participation or any other details regarding same.

Looking forward for a positive response from you.

Thanking you,

Principal

Encl: Workshop Schedule & Registration Form

Shailendra Education Society's
Arts, Commerce & Science College
Shailendra Nagar, Dahisar (E), Mumbai- 400 068

Workshop on Revised Syllabus for S.Y.B.Com (Banking & Insurance) Semester IV

Workshop Schedule

9.00a.m to 10.00a.m	Registration and Refreshment
10.00a.m to 10.30a.m	Inauguration
10.30a.m to 1.00p.m	Session I
1.00p.m to 1.45p.m	Lunch Break
1.45p.m to 5.00p.m	Session II
5.00p.m to 5.30p.m	Valedictory function

Shailendra Education Society's
Arts, Commerce & Science College
Shailendra Nagar, Dahisar (E), Mumbai- 400 068

One Day Workshop on Revised Syllabus for S.Y.B.Com (Banking & Insurance) Semester IV

Day & Date: Wednesday, December 4, 2013

Time: 9.00 a.m.

REGISTRATION FORM

- 1) **Name of the College/ Institution:** _____
- 2) **Name of the Participant:** _____
- 3) **Contact No.: Mobile:** _____ **College:** _____
Email: _____
- 4) **Mailing Address:** _____

- 5) **Designation, Faculty & Department:** _____

I am enclosing registration fee of Rs. 400/- by Cash/ Demand Draft.

The Demand Draft should be drawn in favor of "The Principal, Shailendra Education Society's, Arts, Commerce & Science College".

DD No. : _____ Date: _____ Drawn on: _____

Date: _____ Place: _____

Participant's Signature

College Stamp

Principal's Signature

***Note:** A photocopy of same form can be used for multiple participants.