




Ref. No.....

Date: **06/05/2020**

## Office Order

It is hereby informed to all the faculty members that as we are doing calling to our students. The following points we must have to discussed in chorological order

1. Prevention measure for Covid-19
2. To discuss about family members health.
3. Syllabus covered report if, any pendency please pen down queries from them.
4. Ensure that all students installed Vidya Rattan android application, inform students that every information related to college(exam datesheet) sent by Vidya Rattan android App Only
5. Demand Pending Fee politely (Not to pressurized )
6. Each student has to cover minimum two queries for new admissions.

  
Principal