

CIRCULAR No. 89

04.08.2025

To: All Faculty & Staff Members

Subject: Orientation Program for BCA & MBA (Integrated) Batch 2025 –
05.08.2025 & 06.08.2025

Dear Faculty and Staff Members,

The Orientation Program for the BCA & MBA (I) Batch 2025 is scheduled as follows:

📅 Dates: Tuesday, 05 August 2025 & Wednesday, 06 August 2025

🕒 Time: 10:00 AM

📍 Venue: Seminar Hall 1

Instructions:

Faculty & Staff: Must report by 09:30 AM in formal attire (Female members in Saree & Male members in Corporate Formal including Tie).

Class Mentors: Required to report by 09:00 AM sharp.

Internal Arrangement, Registration and Inaugural Committee Members: Must reach by 09:00 AM for necessary preparations.

Students: Reporting time is 09:30 AM.

Your punctual presence and cooperation are essential for the smooth conduct of the program.



Dr. Rakhi Singh Chouhan
Principal Incharge - Management

CIRCULAR No.88

02.08.2025

To : All Faculty & Staff Members

Subject: Orientation Program for BBA Batch 2025 – 04.08.2025

Dear Faculty and Staff Members,

The Orientation Program for the BBA Batch 2025 is scheduled as follows:

📅 Date: Monday, 04 August 2025

🕒 Time: 10:00 AM

📍 Venue: Seminar Hall 1

Instructions:

- Faculty & Staff: Must report by 09:30 AM in formal attire (Female Members in **SAARI** & Male members in **corporate formal including Tie**).
- Class Mentors: Required to report by 09:00 AM sharp.
- Internal Arrangement, Registration and Inaugural Committee Members: Must reach by 09:00 AM for necessary preparations.
- Students: Reporting time is 09:30 AM.

Your punctual presence and cooperation are essential for the smooth conduct of the program.



Dr. Rakhi Singh Chouhan
Principal Incharge - Management