



(Accredited by NAAC with the highest rating of 'A' Grade)

**Department of Commerce, Osmania University, Hyderabad – 500 007**

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**HEAD**

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Date: 02.08.2018

**\*\*This workshop is rescheduled on 6 & 7th September 2018 from 23,24 August 2018\*\***

To

The Principal

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Sir / Madam,

The Department of Commerce, OU is conducting a Two-Day Workshop on 23-24 August 2018 at the Department of Commerce, OU in Collaboration with Indian Institute of Insurance for the Teachers teaching "Practice of General Insurance (V Sem). This programme is conducted in two batches (for each batch the Training Programme is for one day). The Teachers attending the Programme will be given a Participation Certificate issued by the Department of Commerce. To meet the incidental expenditure such as Lunch, Tea, Snacks etc., the Department is charging a token participation fee of Rs.500/- per participant.

You are requested to nominate the teachers, teaching the 'Practice of General Insurance' paper to attend the workshop. They have to register their names confirming their participation by 16-08-2018. Only those teachers who register will be allowed to participate. The exact date & time of training program for teachers of your college will be intimated at the time of registration. The participation fee can be paid either in the form of Cash or DD drawn in favour of the Head, Department of Commerce, OU.

With regards

Yours sincerely,

**HEAD**

*Head*

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