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To

The Principal / Director/Head
MBA Colleges affiliated to O.U.,
Hyderabad.

Sir / Madam,

I, request you to kindly send Two Teachers who are teaching ITAB in your college, for conducting IT Lab Examination.

In this regard a meeting will be held on 12-2-2014 at 3 PM in the Department of Business Management, O.U., Hyderabad to appraise the teachers about the examination schedule.

Kindly treat this matter as most urgent and important.

Thanking you,

Yours sincerely,

HEAD

Note : If any college fails to send the teachers, the University will not be conducting IT Lab exam for that particular college.