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**Academic Year : *Dated:***

**INFORMATION LETTER**

**BOTANY / ZOOLOGY / BIOTECHNOLOGY / MICROBIOLOGY**

(PLEASE Tick (/) the Subject of Your Department)

**Name of Head / Incharge :**....................................................................................................................................................................................

Head of the ............................................................................................................................................ Department (Please Mention SUBJECT)

Mobile : ............................................. Phone (Res.) ............................................ e-mail .....................................................................................

College :.................................................................................................................................................................................................................

Address : ............................................................................................................... City ..................................... Pincode ......................................

Distt : .................................... State : ........................... Affiliating Univ..................................................................................................................

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Dear Sirs,

As desired, the required information is being given below :

**\*No.of Students in B. Sc. (Pass) :** 1st year...................IInd year...............................IIIrd year.......................................

**\*No. of Students in Bsc. (Hons./Major) :** 1st year...................IInd year.............................IIIrd year.............................

**\*No. of Students : M. Sc. Previous....................................M. Sc. Final.................................**

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***Class /Semester* Core Course Name of the Teacher**

**(Topics in Syllabus) Teaching this Course**

**Ist SEMESTER**

*First Year :* **(B.Sc. (Pass)**  ...........................................................

**B.Sc. (Hons/Major) :** ...........................................................

**(B.Sc. (Pass)** ...........................................................

**B.Sc. (Hons/Major)** : ...........................................................

**IInd SEMESTER**

*First Year :* **(B.Sc. (Pass)**  ...........................................................

**B.Sc. (Hons/Major) :** ...........................................................

**(B.Sc. (Pass)** ...........................................................

**B.Sc. (Hons/Major)** : ...........................................................

***Name of the Topics Core Course Name of the Teacher***

**IIIrd SEMESTER**

*secondYear :* **(B.Sc. (Pass)**  ...........................................................

**B.Sc. (Hons/Major) :** ...........................................................

**(B.Sc. (Pass)** ...........................................................

**B.Sc. (Hons/Major)** : ...........................................................

*Second year:* **(B.Sc. (Pass)**  ...........................................................

**B.Sc. (Hons/Major) :** ...........................................................

**(B.Sc. (Pass)** ...........................................................

**B.Sc. (Hons/Major)** : ...........................................................

**Vth SEMESTER**

*Third Year :* **(B.Sc. (Pass)**  ...........................................................

**B.Sc. (Hons/Major) :** ...........................................................

**(B.Sc. (Pass)** ...........................................................

**B.Sc. (Hons/Major)** : ...........................................................

**\*Selective/Generic OPTIONAL Course** ...........................................................

**VIth SEMESTER**

*Third Year :* **(B.Sc. (Pass)**  ...........................................................

**B.Sc. (Hons/Major) :** ...........................................................

**(B.Sc. (Pass)** ...........................................................

**B.Sc. (Hons/Major)** : ...........................................................

**\*Selective/Generic OPTIONAL Course** ...........................................................

Please let us know, the books are to be sent for departmental use

*OR* (Please mark)

Books are to be sent to individual teachers by name.

**\* *Please Use Separate Sheet***

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***Please mention website of your Universtity for syllabus :***......................................................................................

*Names Local Booksellers with Address :.*

1. ................................................................ *Name* ...........................................................

2. ................................................................ ...........................................................

**REQUEST :*The above detail is required for sending specimen copies to the concerned teachers.***

**PLEASE GIVE HOME ADDRESS, MOBILE AND EMAIL OF THE TEACHERS ON A SEPARATE SHEET.**

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***