

**BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY
DENTAL COLLEGE AND HOSPITAL, PUNE**

Date: 29/08/2019

1. All HoDs/Incharges are requested to create an email address of their respective departments. This address is to be used for parents of UG students and UG students only. e.g. pedougdchpune@gmail.com
2. This email address is to be used for communication to parents and students regarding academic activities, attendance, performance and examination related information.
3. This email address should be handled by the staff member Incharge of the Exam going batch in respective departments. e.g. Orthodontics -faculty Incharge of Final BDS First Semester will handle the emails
4. At this time we are to communicate to parents poor attendance (below 50%) and unsatisfactory performance, (failure in any Internal Examination and/or likely to perform poorly in University Examinations) for subjects the students shall appear at the Winter 2019 University Examination.
5. Mails are to mention clearly the name of the student, year/semester and the name of the concerned subject. Needless to say separate emails need to be sent for each student.
6. You may procure email addresses of the parents from the coordinators of concerned years or from students themselves.

If you have any queries regarding the above please meet me in person at 3pm today.



Dr. Rajesh Kshirsagar
Principal

Email to all teaching faculty.

Dr. Rajesh Kshirsagar 29/08/2019