



RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



RIZVI EDUCATIONAL COMPLEX, OFF. CARTER ROAD, BANDRA (W), MUMBAI - 400 050
email : principal.asc@rizvicollege.edu.in • Website : www.rizvicollege.edu.in
Phone : 2648 0348 / 2600 4245 • Fax : 2649 7448

Date: 22nd February, 2022

Ms. Keyaa Mukherjee
Office Superintendent,
Maniben Nanavati Women's College,
Vallabhbhai Road, Vile Parle-West, Mumbai 400 056

Dear Madam,

Subject: Invitation as Resource Person for the one day training program on, "Various Aspects of Documentation", scheduled for Saturday, 26th February, 2022 at 10:30 am.

It gives me immense pleasure to extend this invitation to you to be a Resource Person for the one day training program which has been organised by the Internal Quality Assurance Cell of Rizvi Education Society's, Rizvi College of Arts, Science and Commerce. The program will commence offline on 6th floor, seminar room at 11:00 am

The program is been scheduled with a motive to provide knowledge and hands on experience to the college administrative staff and the incharges of Internal Quality Assurance Cell along with their team members.

We would appreciate if you accept our invitation. Your expertise towards the domain of Digitization, Documentation, Data Handling, Admin Audit and Quality Management System have marked a special niche among the academic fraternity and it would be an honour for us to have you as our Resource Person for the said training program.

Kindly accept our invitation.

We look forward for a positive affirmation from your side.

Thanking you,

Yours sincerely

Dr. (Mrs.) Anjum Ara Ahmad
Principal I/C