

## Q.2. 4+4=8

FE / Computer  
'c' scheme semester II  
PCE

Roll No: 643

2020PE0424

Potlur

Q.2A

Note: Google workspace essentials users cannot schedule meeting in google calendar

1. Go to google meet
2. click New meeting
3. select an option.
4. Create a meeting for later:
5. To share meeting details for future meeting, copy meeting link and share with participants.
6. To directly start with the link, paste link into browser, or enter link into "enter code or link" field and then click on join.
7. start an instant meeting:  
Create a new meeting and join meeting directly.
8. schedule in google calendar:  
To schedule meeting, you are directed to google calendar.

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PE / Computer

'C' scheme semester - II  
PCE

Roll No:- 643

2020 PEO 424

Potlur

Q.2B

College Management

J. B college

Panvel, Mumbai

17 August 2021

Universal Printers

Kharghar,

Mumbai

Subject :- Replacement of defective copies of book.

Dear Sir,

I would like to inform you that the books which we have ordered from your shop. You are supposed to delivery all books with neat and clean information pages. We recieved it but there are is some missing chapter 3 from 20 note-books.

The books which we want for our library of college were not given

Seat No: 4076570

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FE / computer

1st scheme semester-III

PCE

Roll No: 643

2020PE0424

Reference

with all pages. From 100 copies chapters 3 from 20 of books are missing, which causes our student big problems.

They are not able to learn from these books. Kindly note this claim and replace the defective copies of books.

I would be grateful to you, if you could provide us those copies. We are looking for your reply as soon as possible.

Yours faithfully  
College Management.

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