ADM NO:- 2020 PEO229.
SEMESTER :- IInd.
17/08/21 BRANCH :- COMP ENGG.
SUB NAME :- PCE
ROLL NO:- 660.
SEAT NO:- 4076578.
SIGN :- [signature]

Page No.
Date :   /   /

1/3

Q. 2. 4+5=9

Q2B].

MUMBAI COLLEGE
OF ENGG. SECTOR 16-A
, Vashi, Navi MUMBAI.

16th August 2021.

GLOBAL BOOKSTORE
VASHI, NAVI MUMBAI

SUB :- CHAPTERS MISSING FROM BOOKS.

Ref :- B/Invoice No.118 dated 13th June 2021.

Dear Sir/Madam

For the past three years our college
has been closely associated with
your bookstore.

However, I would like to bring to
your kind attention that the book
100 copies of books delivered by bookstore
out of which 20 copies have
chapter 3 missing in it.

ADM NO :- 2020PE0229 .

Page No.

Date :

17/08/2024 SEMESTER :- IInd .

BRANCH :- COMP ENGG .

SUB NAME :- PCE .

ROLL NO :- 660 .

SEAT NO :- 4076578 .

SIGN :- Jaya

2/3

The delivery of 20 copies with missing chapter 3 is highly inconvinient for our college library and chapter 3 which is missing is supposed to be one of important chapter of that book. We request for replacement of those 20 copies.

I request you to kindly look into this matter and fulfill our requirements.

Looking forward for positive response in this respect.

Documents attached :-
i) Photocopy of missing chapter.
ii) Bill receipt.
iii) Transaction details.

Thanking You
Yours faithfully
~~Jay N Parekar~~ (XYZ).
(Purchase Manager)
Mumbai College of Engg.

4

ADM NO:-2020PE0229.
SEMESTER :- IInd .
17/08/2024 BRANCH:- COMP. ENGG.
SUB NAME :- PCE .
ROLL NO:- 660 .
SEAT NO:- 4076578 .
SIGN:- (signature)

(3/3)

§2A]

Set of instructions to generate a link on Google Meet.

Instructions to generate Google Meet link :-

1) Turn on your system (PC, laptop)
Note:- Make sure you have good internet connection.

2) Open any browser (chrome, firefox)
Note:- Make sure you have active gogle account and you should be logged in the browser.

3) Sign into/log in to your goggle account

4) Go to meet.google.com using your account.

5) Click on new meeting tab. A info. box will appear.

6) Click on instant meet if you wanna create a google meet on click on Schedule a meet.

7) It will be scheduled into the google Calender of your ~~meet~~ account.

5