



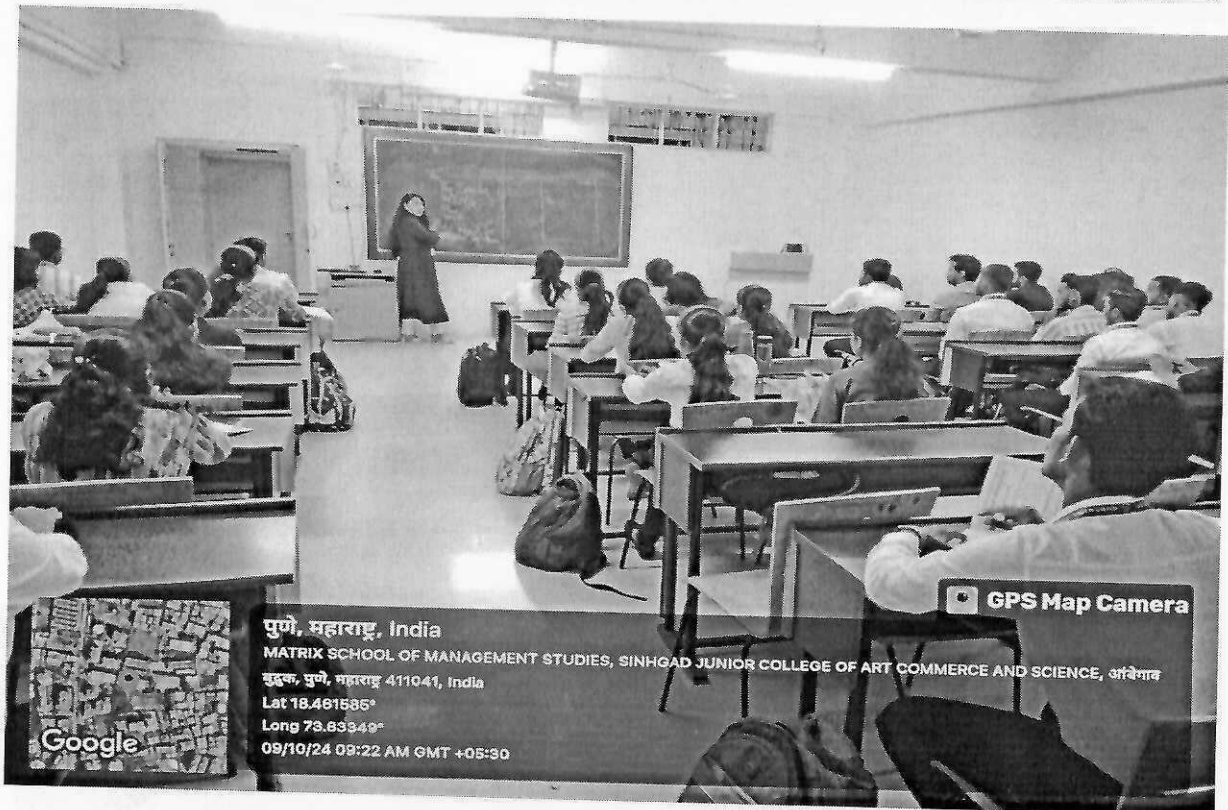
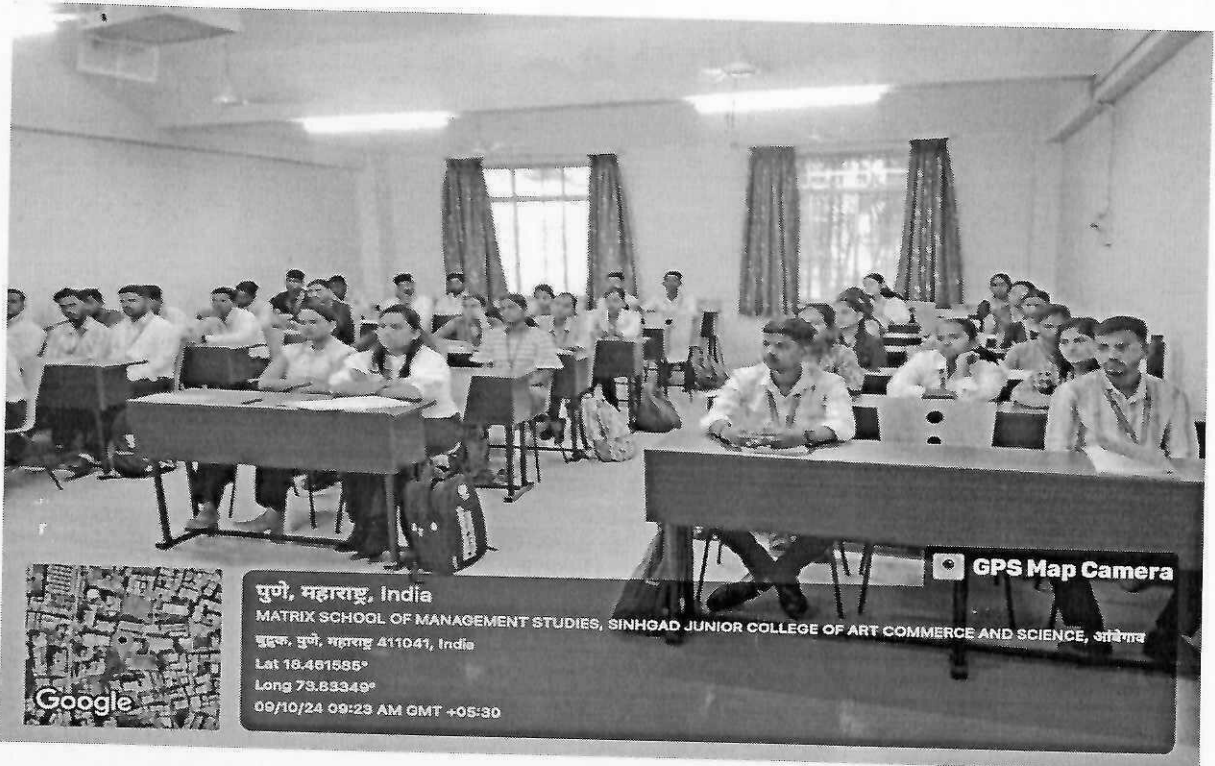
The Matrix Educational Foundation's
MATRIX SCHOOL OF MANAGEMENT STUDIES
Affiliated to Savitribai Phule Pune University, Approved by AICTE,
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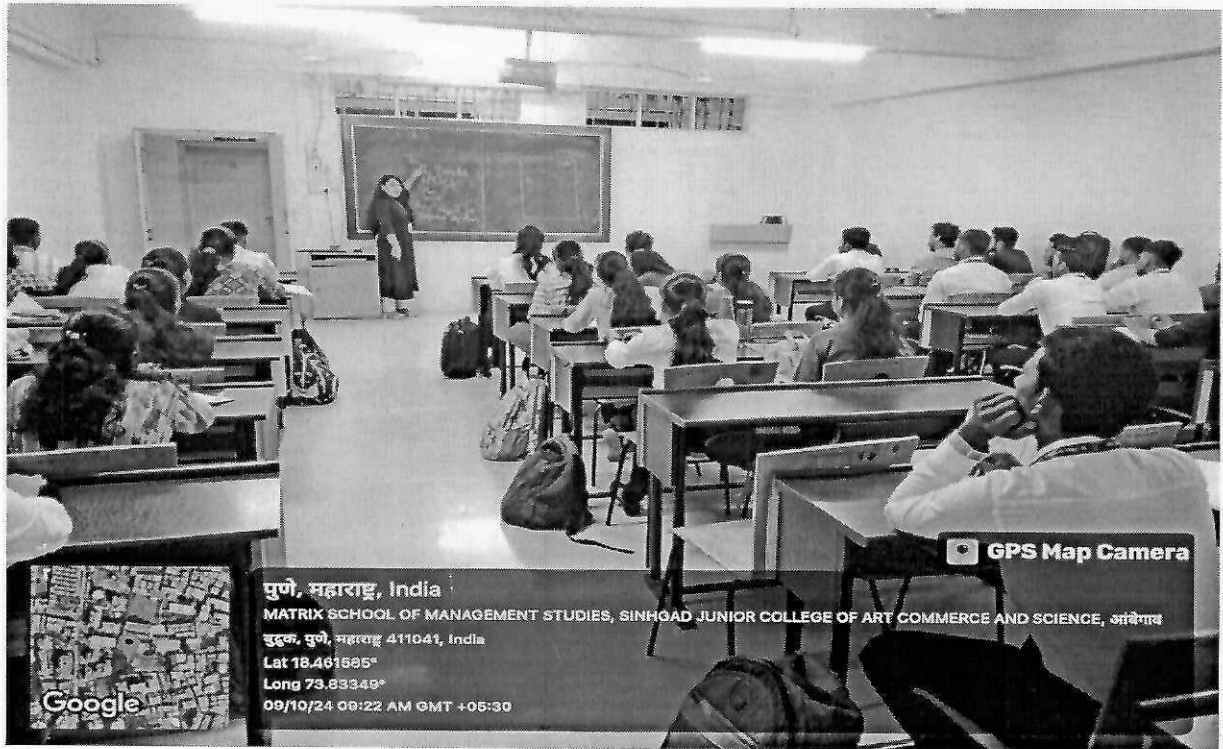
Title of the Activity:	"Basic Activity and Skill Enhancement Program (BASE)" Topic: Application Writing
Day & Date:	9 th Oct-2024 (Wednesday)
Category of Activity:	Curricular/ Co-Curricular /Extra-curricular activity
Organized Under:	IQAC, NDLL, 4th Dimension Lecture Series
Objectives:	To equip students with the skills and knowledge to write clear, professional, and effective applications.
Level:	Institute/City/State/National/International
Name, Organization and Designation of Expert	Asst. Prof. Mrunal M Pandit Matrix School Of Management Studies
Number of students benefitted	39
Summary report:	Miss Mrunal Mam conducted an insightful lecture on Application Writing. The session focused on the essential elements of writing formal applications, emphasizing the correct format, tone, and language. She explained the key components, including the heading, salutation, body, and closing. The lecture highlighted the importance of maintaining a polite and professional tone throughout, along with clarity and brevity in conveying the purpose of the application. She also demonstrated how to address the recipient appropriately and align the content with the objective of the application, ensuring that all relevant details are included without being overly wordy. The session provided students with practical tips and common mistakes to avoid, making it a valuable learning experience for writing effective applications.
Outcome:	Students understood the proper format, tone, and structure of formal applications, gaining the ability to write concise and effective applications for various professional and academic purposes.
Name of Staff coordinators:	Dr. Anand Padle

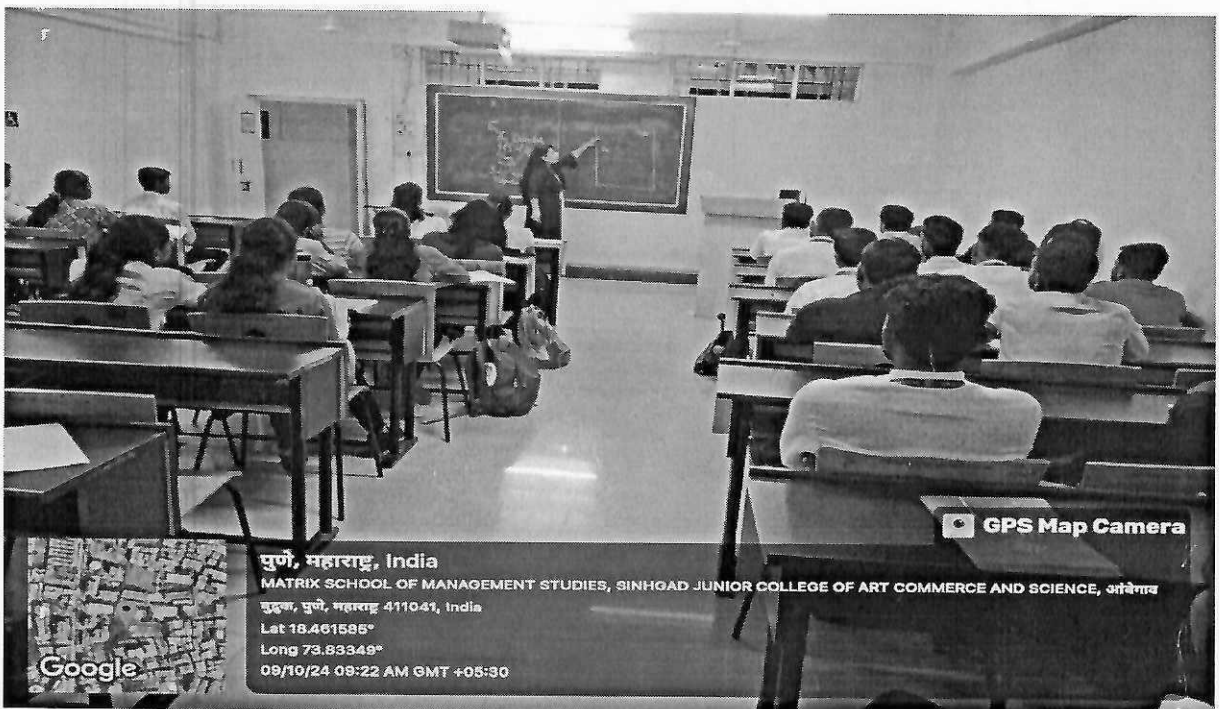

Prof. Dr. Satish Ubale
Director




Dr. Anand Padle
Coordinator







The Matrix Educational Foundation's

Matrix School of Management Studies

MBA I Semester I Division A

Academic Year 2024-25 (Batch: 2024-26)

Basic Abilities and Skills Enhancement Program

Topic: Application Writing

Attendance Sheet

Date: 09-10-2024

Roll No.	Name of Student	Signature
2024-26-01	AHIRE CHETANA SATISH	
2024-26-02	ALAWANE PRATHAMESH SANJAY	<u>Alawane</u>
2024-26-03	AROKAR SHREYASH VIVEK	
2024-26-04	ARU ANIKET RAJARAM	
2024-26-05	BADGUJAR PRANAV KISHOR	<u>PrB</u>
2024-26-06	BARBOLE PRITHVIRAJ AMAR	
2024-26-07	BHOI JYOTI RAMLAL	
2024-26-08	BHUI ROHAN NAMDEV	<u>Bhui</u>
2024-26-09	BISNE PRITISH PRABHAKAR	
2024-26-10	BUDHAWANT SAKSHI SANJAY	
2024-26-11	CHANDAN SNEHA SHANTARAM	
2024-26-12	CHAUDHARI DARSHAN VIJAY	<u>Chaudhari</u>
2024-26-13	CHAUDHARI VARUN DADA	
2024-26-14	CHAVAN GANESH SHIVAJI	
2024-26-15	CHAVAN NIKITA SANTOSH	
2024-26-16	CHAVAN PRAJAKTA AVINASH	
2024-26-17	CHAVAN SANDHYA PRATIK	
2024-26-18	CHAVAN SNEHAL SHAHAJI	<u>Chavhan</u>
2024-26-19	CHINCHOLIKAR APEKSHA ANANT	
2024-26-20	CHOUDHARI DIVYANSHI ANIL	<u>Chaudhari</u>
2024-26-21	DAHLE ASMITA GANESH	
2024-26-22	DAHIBHATE ANJALI ANIL	
2024-26-23	DANDALE ANKUSH SHANKAR	<u>Dandale</u>
2024-26-24	DANTRAO MAHADEVI LAXMAN	
2024-26-25	DAWALE SUNNY GANESH	<u>S. G. Dawale</u>
2024-26-26	DEDGE SUHANI SHANTARAM	<u>Dedge</u>
2024-26-27	DESHMUKH RUTVIK SANDIP	
2024-26-28	DHANURE ABHIJIT YOGESH	
2024-26-29	DHOKCHAULE PRAJWAL DASHARATH	



2024-26-30	DHUMAL ANIKET RAMRAO	<i>dhumal</i>
2024-26-31	DHUMAL PRASANNA ARUN	
2024-26-32	DHUMKE DEVESH CHETAN	<i>Dhumke</i>
2024-26-33	DIMBLE PRANAV NIVRUTTI	<i>Dimble</i>
2024-26-34	GAJBHIYE SAIKUMAR SUNIL	
2024-26-35	GANGANE VAISHNAVI VILAS	<i>V.V. Gangane</i>
2024-26-36	GAWADE TEJAS SHARAD	
2024-26-37	GHUGE VISHAL DILIP	<i>ghuge</i>
2024-26-38	GHULE AMAR SADASHIV	<i>ghule</i>
2024-26-39	GIDDE PAYAL SHANTARAM	<i>Gidde</i>
2024-26-40	GIRI VAIBHAV RAMDATT	
2024-26-41	HARGUDE PALLAVI ANIL	
2024-26-42	HEGDE SIDHVI RAMANANDA	
2024-26-43	INGLE SWARUP SUDHAKAR	
2024-26-44	JADHAV MAMATA MOHANRAO	<i>M. Jadhav</i>
2024-26-45	JADHAV DIPAK BALAJI	
2024-26-46	JADHAV RITESH SANTOSH	<i>R. Jadhav</i>
2024-26-47	JAGDALE YOGINI RAMESH	
2024-26-48	JAGDALE HARSHADA DATTATRAY	
2024-26-49	JANGAM SAMARTH SHIVALING	
2024-26-50	KALE GOPAL MADHAVRAO	
2024-26-51	KAMBLE SHRUTI SUDHIR	<i>Kamble</i>
2024-26-52	KANAMUSE PRAMOD SHARANAPPA	
2024-26-53	KARANDE RUSHIKESH VYAS	<i>Rushikesh</i>
2024-26-54	KATKAR ASHWINI MOHAN	
2024-26-55	KENDRE NIRAJ BRAMHADEV	
2024-26-56	KESKAR ROHAN KASHINATH	<i>Keskar</i>
2024-26-57	KHAIRNAR RUCHA RAJARAM	
2024-26-58	KHALE PRATIKSHA MILIND	<i>khale</i>
2024-26-59	KHALSE SHREYASH SACHITANAND	<i>khalse</i>
2024-26-60	KHOPADE MANASI CHANDRAKANT	<i>khopade</i>



The Matrix Educational Foundation's
Matrix School of Management Studies
MBA I Semester I Division B

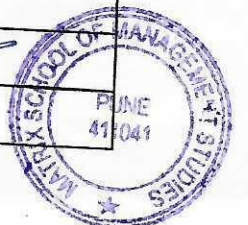
Academic Year 2024-25 (Batch: 2024-26)

Basic Abilities and Skills Enhancement Program

Topic: Application Writing
Date: 09-10-2024

Attendance Sheet

Roll No.	Name of Student	Signature
2024-26-61	KHUTWAD SANGRAM SANDIP	
2024-26-62	KONDE NEHA NANDKUMAR	<u>Konde</u>
2024-26-63	KUMAR VIKASH PREM NATH PRASAD	
2024-26-64	KUMBHARE DIVYA DNYANESHWAR	
2024-26-65	LAD SHWETA RAMESH	
2024-26-66	MAHAMUNE ASHWINI GAJANAN	<u>Amekmune</u>
2024-26-67	MAHIND ANIKET PRAKASH	
2024-26-68	MAHURE VAISHNAVI SANTOSH	
2024-26-69	MAYEKAR ANKITA KAMLAKAR	<u>Ankita</u>
2024-26-70	MEHTA PRIYANKA RAGHU	
2024-26-71	MORE MOHINI BALAJI	
2024-26-72	MORE PRADNYA NILKANTH	
2024-26-73	MULANI ASIF SALIM	
2024-26-74	NANWARE DNYANESHWARI BALASAHEB	<u>DB. Nanware</u>
2024-26-75	NAVAGHARE NAYAN ASHOK	
2024-26-76	NIRMAL TEJASWINI VITTHAL	
2024-26-77	PAKVE SMITA SHIVSAMB	
2024-26-78	PARVE DHANANJAY RAJENDRA	
2024-26-79	PASALKAR SIDDHI CHANDRAKANT	<u>Siddhi</u>
2024-26-80	PATIL ADARSH GANESH	<u>Adarsh</u>
2024-26-81	PATIL SHALIK TARACHAND	
2024-26-82	PAWAR INDRAJEET DNYANDEV	
2024-26-83	PAWAR ASHWINI CHANDRAKANT	
2024-26-84	POTKULE VAISHNAVI DEVRAM	<u>Potkule</u>
2024-26-85	RAJURE SAMBHAJI KASHINATHRAO	
2024-26-86	RAKSHE VARSHARANI SANTOSH	
2024-26-87	RANSING SNEHAL TANHU	
2024-26-88	RATHOD NIKITA VASANT	
2024-26-89	RAWASKAR BHAKTI BABANRARO	<u>Bhaskar</u>
2024-26-90	RODGE KAUSHAL BALASAHEB	



2024-26-91	SABHAVATH PRIYANKA PANDU	
2024-26-92	SAKORE KUNAL ARJUN	
2024-26-93	SALGAR GANESH SHASHIKANT	
2024-26-94	SATAV SEJAL SANJAY	
2024-26-95	SAVALE AVINASH SURESH	
2024-26-96	SAWANT SEJAL VAIJANATH	
2024-26-97	SAWANT SAKSHI ASHOK	
2024-26-98	SHAIKH ALIHASAN BASHIR	
2024-26-99	SHAIKH UBAID HAROON	
2024-26-100	SHARMA SHUBHAM GOPAL	
2024-26-101	SHELKE ANKITA GULABRAO	
2024-26-102	SHEWALE SAYALI SANDIP	
2024-26-103	SHEWALE TANAYA VIKAS	<i>[Signature]</i>
2024-26-104	SHILWANT DNYANESHWAR KIRAN	<i>[Signature]</i>
2024-26-105	SHINDE OMKAR SHAHAJI	
2024-26-106	SHISODE VAISHNAVI GOKUL	
2024-26-107	SUPEKAR NAYAN MAHADEV	<i>[Signature]</i>
2024-26-108	SURVE PRITI PITAMBAR	<i>[Signature]</i>
2024-26-109	SURYAWANSHI VIDYA BHAGWAN	
2024-26-110	SUSLADE ABHAY RANJIT	<i>[Signature]</i>
2024-26-111	SWAMI VAISHNAVI DHANRAJ	
2024-26-112	TADGE GAURI RAMESH	
2024-26-113	TAGWALE CHAITANYA VIJAY	
2024-26-114	TALEKAR OMKAR DIGAMBAR	
2024-26-115	THAKARE SAKSHI SURESH	<i>[Signature]</i>
2024-26-116	VAISHNAV VIJAYKUMAR SHAMDAS	<i>[Signature]</i>
2024-26-117	VARMA AMIT SANJAY	
2024-26-118	VIDHATE DARSHAN RAJUBHAU	
2024-26-119	WALE VAISHNAVI MANOJ	
2024-26-120	WALGUDE SAPNA SANJAY	
2024-26-121	WASVAND ARYAN SHARAD	
2024-26-122	WAVAGE TEJAS GULAB	
2024-26-123	YEWALE ASHWINI SANJAY	

[Signature]
Dr. Anand P. P. P.



[Signature]
Krunal M. Pandit