



The Matrix Educational Foundation's

MATRIX SCHOOL OF MANAGEMENT STUDIES

Affiliated to Savitribai Phule Pune University, Approved by AICTE,

Recognized by DTE & Government of Maharashtra, Accredited with Grade "B+" by NAAC

College notified under section 2 (f) & 12 (B) of the UGC Act 1956

Near Westernly Bypass Road, Ambegaon (BK), Pune- 411 041

Title of the Activity:	"Basic Activity and Skill Enhancement Program (BASE)" Topic: Formal and Informal communication
Day & Date:	11 th Oct-2024 (Friday)
Category of Activity:	Curricular/ Co-Curricular /Extra-curricular activity
Organized Under:	IQAC, NDLI, 4 th Dimension Lecture Series
Objectives:	To understand the differences, importance, and roles of formal and informal communication in organizational settings.
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	35
Summary report:	Miss Mrunal explained formal and informal communication from her perspective, highlighting the differences between the two. Formal communication follows structured channels, such as official memos, meetings, and reports, ensuring accuracy and professionalism. Informal communication, on the other hand, is casual and unstructured, often taking place through conversations or unofficial messages. She emphasized that both types are essential in an organization, with formal communication being crucial for clear and accountable information flow, while informal communication helps in building relationships and sharing ideas quickly.
Outcome:	Students understood the distinction between formal and informal communication, recognizing the significance of both in maintaining organizational efficiency and fostering interpersonal relationships.
Name of Staff coordinators:	Dr. Anand Padle

Satish

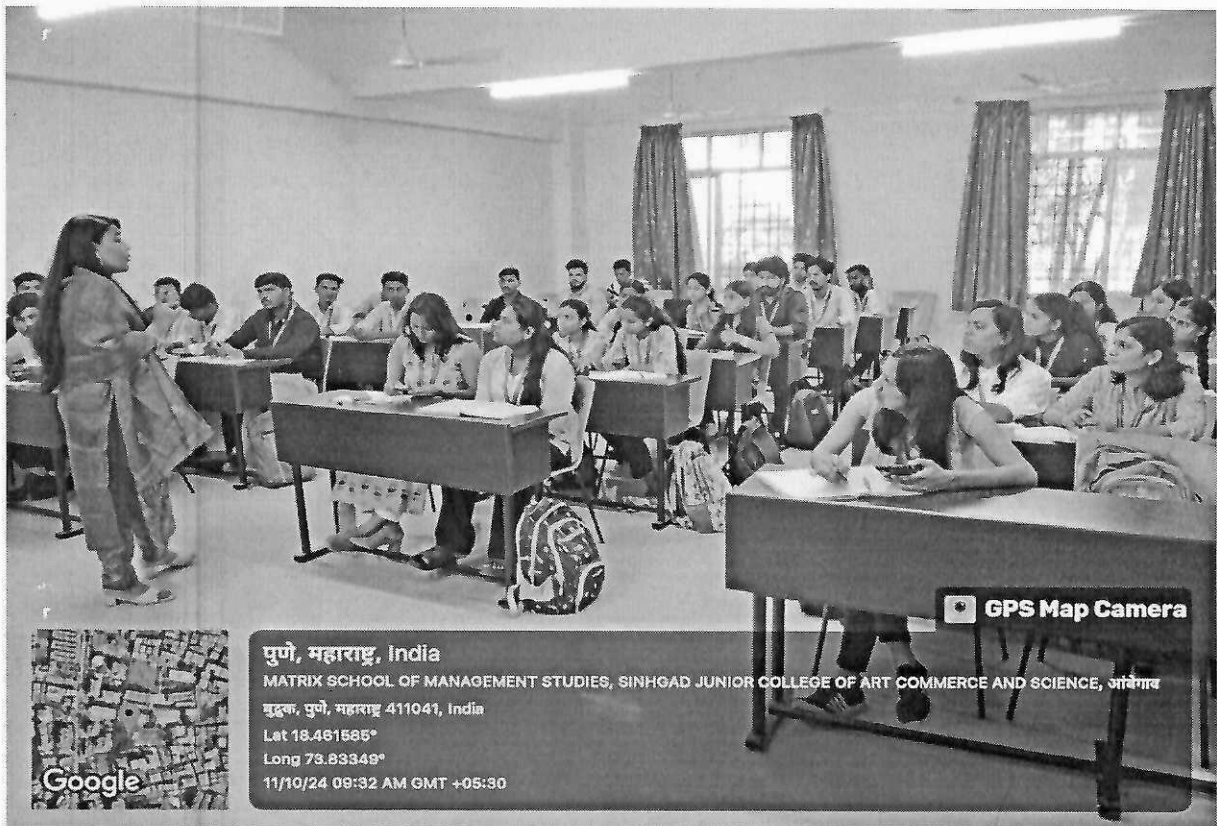
Prof. Dr. Satish Ubale
Director



Anand

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)

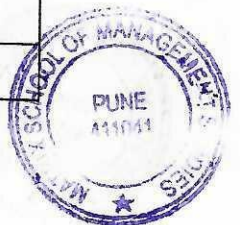
Basic Abilities and Skills Enhancement Program

Topic: Formal & Informal Comm.

Attendance Sheet

Date 11/10/2024

Roll No.	Name of Student	Signature
2024-26-01	AHIRE CHETANA SATISH	
2024-26-02	ALAWANE PRATHAMESH SANJAY	
2024-26-03	AROKAR SHREYASH VIVEK	
2024-26-04	ARU ANIKET RAJARAM	
2024-26-05	BADGUJAR PRANAV KISHOR	
2024-26-06	BARBOLE PRITHVIRAJ AMAR	
2024-26-07	BHOI JYOTI RAMLAL	
2024-26-08	BHUI ROHAN NAMDEV	
2024-26-09	BISNE PRITISH PRABHAKAR	
2024-26-10	BUDHAWANT SAKSHI SANJAY	
2024-26-11	CHANDAN SNEHA SHANTARAM	
2024-26-12	CHAUDHARI DARSHAN VIJAY	
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	
2024-26-19	CHINCHOLIKAR APEKSHA ANANT	
2024-26-20	CHOUDHARI DIVYANSHI ANIL	
2024-26-21	DAHARE ASMITA GANESH	
2024-26-22	DAHIBHATE ANJALI ANIL	
2024-26-23	DANDALE ANKUSH SHANKAR	
2024-26-24	DANTRAO MAHADEVI LAXMAN	
2024-26-25	DAWALE SUNNY GANESH	
2024-26-26	DEDGE SUHANI SHANTARAM	
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	
2024-26-33	DIMBLE PRANAV NIVRUTTI	
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	<i>ingle</i>
2024-26-44	JADHAV MAMATA MOHANRAO	<i>madhav</i>
2024-26-45	JADHAV DIPAK BALAJI	
2024-26-46	JADHAV RITESH SANTOSH	<i>R. Jagadhav.</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	
2024-26-52	KANAMUSE PRAMOD SHARANAPPA	
2024-26-53	KARANDE RUSHIKESH VYAS	<i>rushi</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	
2024-26-60	KHOPADE MANASI CHANDRAKANT	<i>manasi</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: Journal & In Journal.

Attendance Sheet

Date: 11/10/24

Roll No.	Name of Student	Signature
2024-26-61	KHUTWAD SANGRAM SANDIP	
2024-26-62	KONDE NEHA NANDKUMAR	
2024-26-63	KUMAR VIKASH PREM NATH PRASAD	<u>Konde</u>
2024-26-64	KUMBHARE DIVYA DNYANESHWAR	
2024-26-65	LAD SHWETA RAMESH	
2024-26-66	MAHAMUNE ASHWINI GAJANAN	
2024-26-67	MAHIND ANIKET PRAKASH	<u>Amhamune</u>
2024-26-68	MAHURE VAISHNAVI SANTOSH	
2024-26-69	MAYEKAR ANKITA KAMLAKAR	
2024-26-70	MEHTA PRIYANKA RAGHU	<u>Amkar</u>
2024-26-71	MORE MOHINI BALAJI	
2024-26-72	MORE PRADNYA NILKANTH	
2024-26-73	MULANI ASIF SALIM	
2024-26-74	NANWARE DNYANESHWARI BALASAHEB	
2024-26-75	NAVAGHARE NAYAN ASHOK	<u>DB. Nanware</u>
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>Pas</u>
2024-26-80	PATIL ADARSH GANESH	
2024-26-81	PATIL SHALIK TARACHAND	<u>ArPatil</u>
2024-26-82	PAWAR INDRAJEET DNYANDEV	
2024-26-83	PAWAR ASHWINI CHANDRAKANT	
2024-26-84	POTKULE VAISHNAVI DEVRAM	<u>Pawar</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	
2024-26-90	RODGE KAUSHAL BALASAHEB	<u>Rodger</u>



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	
2024-26-104	SHILWANT DNYANESHWAR KIRAN	
2024-26-105	SHINDE OMKAR SHAHAJI	<i>Shinde</i>
2024-26-106	SHISODE VAISHNAVI GOKUL	
2024-26-107	SUPEKAR NAYAN MAHADEV	<i>Peekar</i>
2024-26-108	SURVE PRITI PITAMBAR	<i>Survep.</i>
2024-26-109	SURYAWANSHI VIDYA BHAGWAN	
2024-26-110	SUSLADE ABHAY RANJIT	<i>Asusla</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>Thakare</i>
2024-26-116	VAISHNAV VIJAYKUMAR SHAMDAS	<i>Vijay</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	

Grand
Dr. Grand Padma



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Munali M. Pandit