

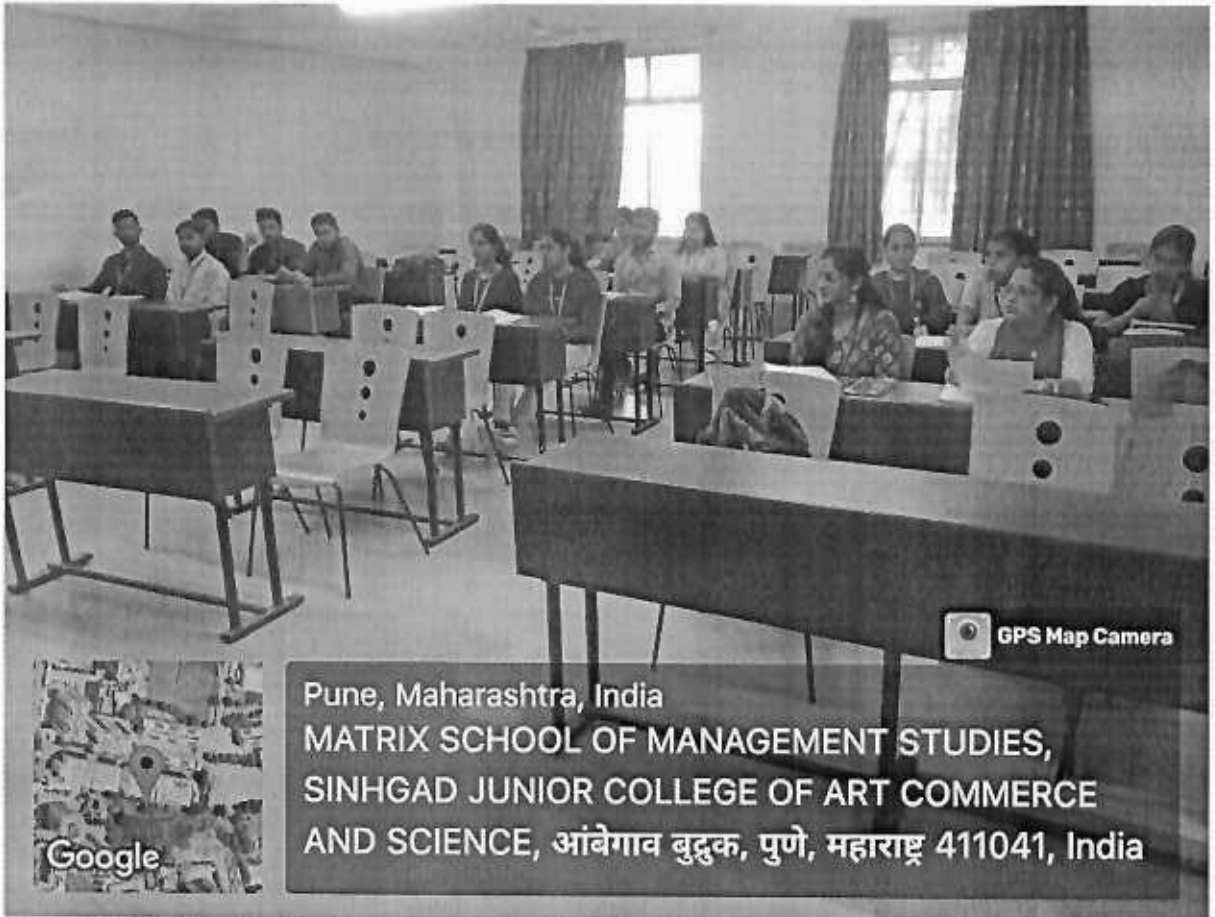
The Matrix Educational Foundation's  
**Matrix School of Management Studies**  
Pune

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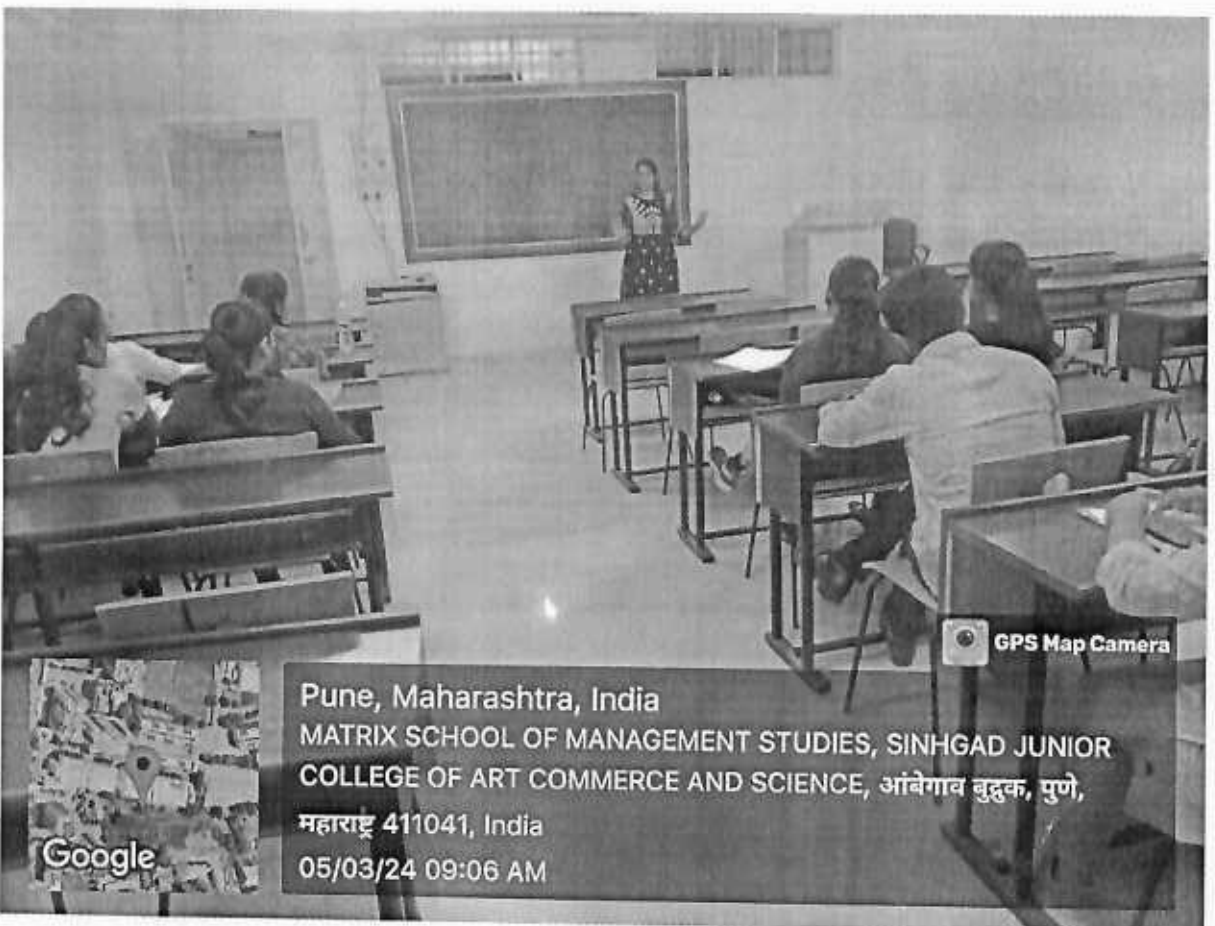
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|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title of the Activity:</b>                       | BASIC ABILITIES & SKILLS ENHANCEMENT (BASE) PROGRAMME: Report Writing                                                                                                                                                                                                                                                                           |
| <b>Day &amp; Date:</b>                              | Friday 05/03/2024                                                                                                                                                                                                                                                                                                                               |
| <b>Category of Activity:</b>                        | Curricular / <b>Co-curricular</b> / Extra-curricular activity / Social                                                                                                                                                                                                                                                                          |
| <b>Organized Under:</b>                             | IQAC, MSMS                                                                                                                                                                                                                                                                                                                                      |
| <b>Objectives:</b>                                  | To learn Report writing<br>To equip them with essential skills necessary for effective communication in the business world.                                                                                                                                                                                                                     |
| <b>Level:</b>                                       | Institute / City / State / National / International                                                                                                                                                                                                                                                                                             |
| <b>Name, Organization and Designation of Expert</b> | Deepika Pareek, Soft Skill Trainer - Nexus marketing                                                                                                                                                                                                                                                                                            |
| <b>Number of students benefitted</b>                | 17                                                                                                                                                                                                                                                                                                                                              |
| <b>Summary report:</b>                              | To equip students with the skills to effectively communicate information in a structured and concise manner. It includes conveying, finding, analysis and recommendations. It aims to develop students' critical thinking, research and analytical abilities preparing them for professional settings where written communication is essential. |
| <b>Outcome:</b>                                     | All the students learned how to write report.                                                                                                                                                                                                                                                                                                   |
| <b>Name of Staff coordinators:</b>                  | Dr Anand Padle                                                                                                                                                                                                                                                                                                                                  |

  
Prof. (Dr) Satish Ubale  
Director

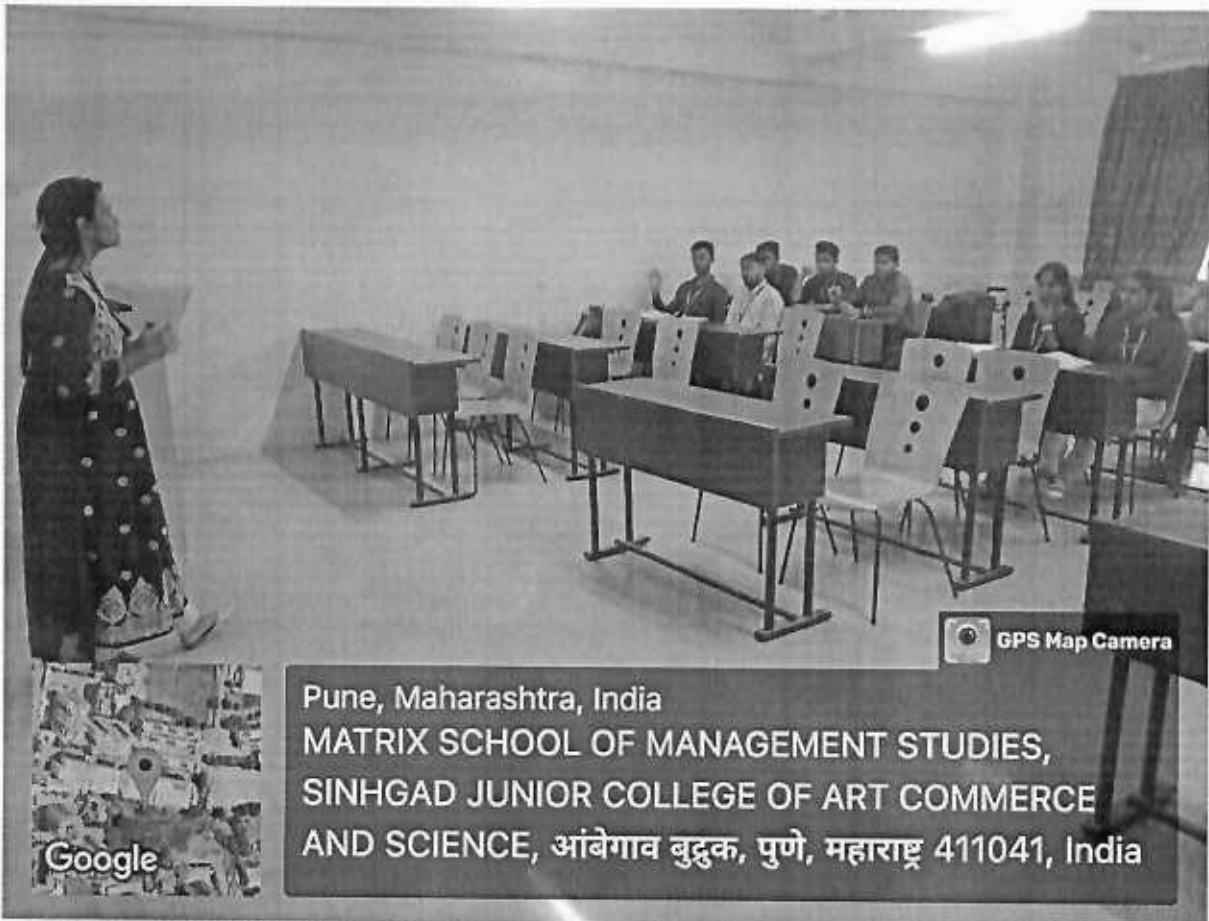
  
Dr Anand Padle  
Coordinator



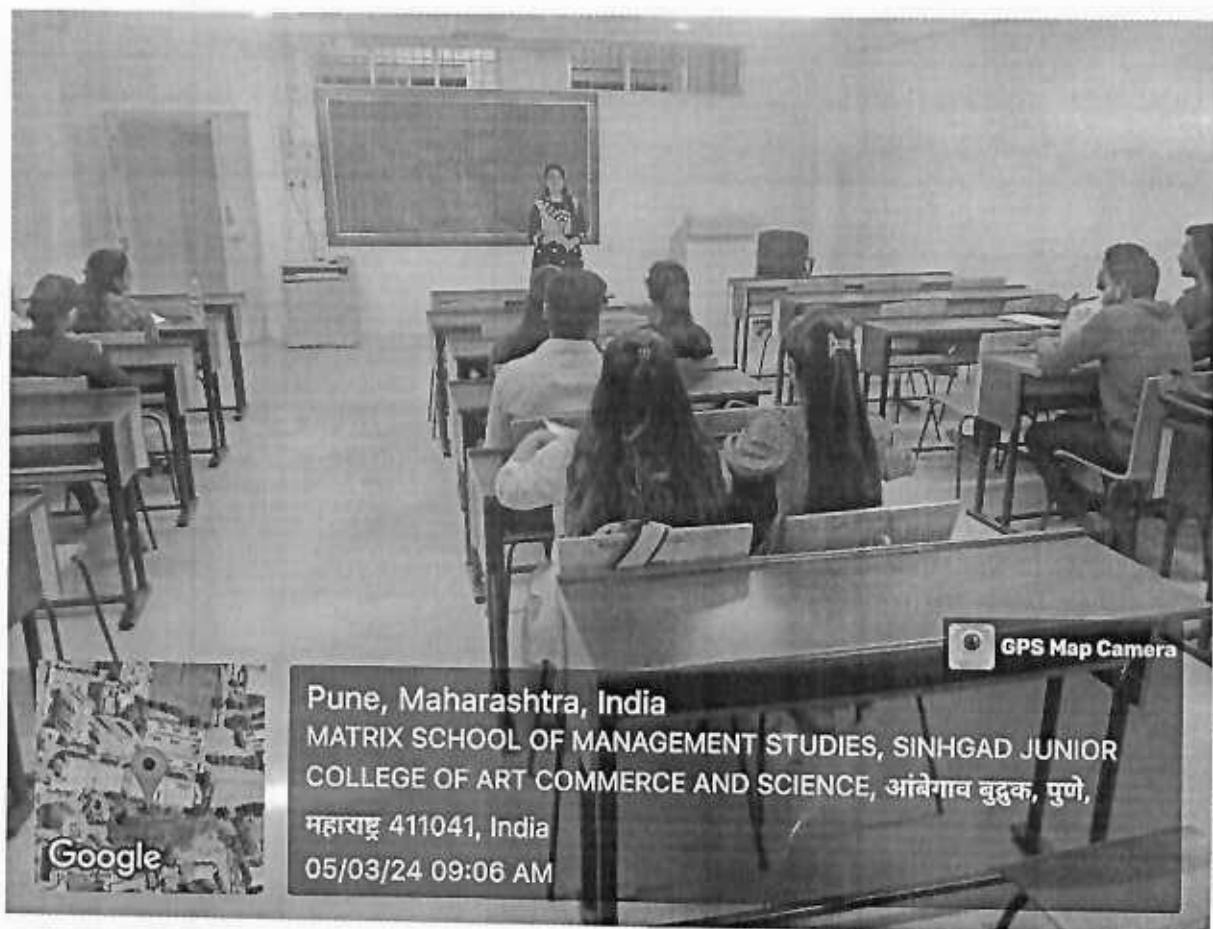
Pune, Maharashtra, India  
MATRIX SCHOOL OF MANAGEMENT STUDIES,  
SINGHAD JUNIOR COLLEGE OF ART COMMERCE  
AND SCIENCE, आंबेगाव बुद्रुक, पुणे, महाराष्ट्र 411041, India



Pune, Maharashtra, India  
MATRIX SCHOOL OF MANAGEMENT STUDIES, SINGHAD JUNIOR  
COLLEGE OF ART COMMERCE AND SCIENCE, आंबेगाव बुद्रुक, पुणे,  
महाराष्ट्र 411041, India  
05/03/24 09:06 AM



Pune, Maharashtra, India  
MATRIX SCHOOL OF MANAGEMENT STUDIES,  
SINHGAD JUNIOR COLLEGE OF ART COMMERCE  
AND SCIENCE, आंबेगाव बुद्रुक, पुणे, महाराष्ट्र 411041, India



Pune, Maharashtra, India  
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COLLEGE OF ART COMMERCE AND SCIENCE, आंबेगाव बुद्रुक, पुणे,  
महाराष्ट्र 411041, India  
05/03/24 09:06 AM



| The Matrix Educational Foundation's                   |                              |                       |
|-------------------------------------------------------|------------------------------|-----------------------|
| Matrix School of Management Studies                   |                              |                       |
| MBA I Semester II Division A                          |                              |                       |
| Basic Abilities and Skills Enhancement (BASE) Program |                              |                       |
| Topic: <u>Report Writing</u>                          |                              |                       |
| Attendance Sheet                                      |                              | Date: <u>05.03.24</u> |
| Roll No.                                              | Student Name                 | Signature             |
| 2023-25-01                                            | AMBHURE DIPALI BHARAT        |                       |
| 2023-25-02                                            | ANACHE PRITI SANGAPPA        |                       |
| 2023-25-03                                            | ARADHYE NACHIKET             |                       |
| 2023-25-04                                            | BABAR TEJAL VIJAY            |                       |
| 2023-25-05                                            | BAHIRE ANJALI RAOSAHEB       |                       |
| 2023-25-06                                            | BANSOD RUTUJA SOMNATH        |                       |
| 2023-25-07                                            | BANSODE PRAJAKTA SUKHADEV    |                       |
| 2023-25-08                                            | BAWAGE SAURABH SANJAY        |                       |
| 2023-25-09                                            | BELDARE MILIND TANAJI        |                       |
| 2023-25-10                                            | BHAGAT SAKSHI SHEKHAR        |                       |
| 2023-25-11                                            | BHANDARI BHAGYASHRI MALLAPPA |                       |
| 2023-25-12                                            | BHENWAL PRACHI PRALHAD       |                       |
| 2023-25-13                                            | BHIMPUR HATIM                |                       |
| 2023-25-14                                            | BHOSALE PRATIK PRASHANT      |                       |
| 2023-25-15                                            | BHOSALE SUSHANT DATTATRAY    | <u>Bhosale</u>        |
| 2023-25-16                                            | BIRADAR PAVAN GORAKH         |                       |
| 2023-25-17                                            | BONDE AMOL NAVNATH           |                       |
| 2023-25-18                                            | BUDDE HANUMANT MANOHAR       |                       |
| 2023-25-19                                            | BUIKULE PRATIKSHA MARUTHI    |                       |
| 2023-25-20                                            | DAKHODE ABHINAV SANJAYRAO    |                       |
| 2023-25-21                                            | DEGALE POONAM DHONDIRAM      | <u>DeGale</u>         |
| 2023-25-22                                            | DESAI VANITA MAHADEV         |                       |
| 2023-25-23                                            | DIVATE ABHISHEK ARJUN        |                       |
| 2023-25-24                                            | DONGARE DIKSHA               |                       |
| 2023-25-25                                            | DUDHAL PRIYA SANDIPAN        |                       |
| 2023-25-26                                            | GAIKWAD SANJANA SHAM         |                       |
| 2023-25-27                                            | GAJRE MAYUR                  |                       |
| 2023-25-28                                            | GANVIR NIDHI ASHOK           |                       |
| 2023-25-29                                            | GAWANDE ISHALI SANJAYRAO     |                       |
| 2023-25-30                                            | GHULE SHWETA MANOJ           |                       |

| Roll No.   | Student Name                  | Signature       |
|------------|-------------------------------|-----------------|
| 2023-25-31 | HEMADRE NILESH UMAKANT        |                 |
| 2023-25-32 | HIRVE RUSHIKESH VAMAN         |                 |
| 2023-25-33 | HIVARE GANESH                 |                 |
| 2023-25-34 | HOLEY CHAITANYA NITINKUMAR    |                 |
| 2023-25-35 | HOLKAR SURAJ BHIMRAO          |                 |
| 2023-25-36 | JADHAV SARIKA PARSHURAM       | <u>Jadav</u>    |
| 2023-25-37 | JADHAV TRUPTI RAGHUNATH       |                 |
| 2023-25-38 | JADHAV VIVEK                  |                 |
| 2023-25-39 | JAGTAP POOJA ABASAHEB         |                 |
| 2023-25-40 | JANGLE PRIYANKA NILESH        |                 |
| 2023-25-41 | JIDAGE ABHISHEK VISHWANATH    |                 |
| 2023-25-42 | JOSHI PRACHI SUNIL            | <u>Joshi</u>    |
| 2023-25-43 | KADAM DHANASHREE NITIN        |                 |
| 2023-25-44 | KAKADE PRANJAL KASHINATH      | <u>Prakade</u>  |
| 2023-25-45 | KALE RANJEET SANJAY           |                 |
| 2023-25-46 | KAMBLE DNYANESHWARI DHANANJAY |                 |
| 2023-25-47 | KAMBLE PRIYA DEVAPPA          |                 |
| 2023-25-48 | KANGHANTI YASH HANUMANT       |                 |
| 2023-25-49 | KARANDE VAISHNAVI VYAS        |                 |
| 2023-25-50 | KAREKAR RUTIKA CHANDRAKANT    | <u>Karekar</u>  |
| 2023-25-51 | KATKAR SOMESHWAR JAGANNATH    |                 |
| 2023-25-52 | KHADE SHUBHANGI SANTOSH       | <u>Khade</u>    |
| 2023-25-53 | KHANDERAO PRANITA PRADIP      |                 |
| 2023-25-54 | KHARAT ATHARV MAKARAND        |                 |
| 2023-25-55 | KHELBUDE SUYASH SANTOSH       | <u>Khelbude</u> |
| 2023-25-56 | KHENGARE ABHISHEK BAJRANG     |                 |
| 2023-25-57 | KOGDE PRATHMESH ANIL          |                 |
| 2023-25-58 | KORADE DNYANESHWAR BIBHISHAN  | <u>Korade</u>   |
| 2023-25-59 | KUMKAR MAYUR VIJAY            |                 |
| 2023-25-60 | KUTE SAURABH SAMBHAJI         |                 |



| The Matrix Educational Foundation's                   |                                 |                   |
|-------------------------------------------------------|---------------------------------|-------------------|
| Matrix School of Management Studies                   |                                 |                   |
| MBA I Semester II Division B                          |                                 |                   |
| Basic Abilities and Skills Enhancement (BASE) Program |                                 |                   |
| Topic: <u>Report Writing.</u>                         |                                 |                   |
| Attendance Sheet                                      |                                 | Date:             |
| Roll No.                                              | Student Name                    | Signature         |
| 2023-25-61                                            | LANDAGE SHIVANI SURESH          | <u>Shivani</u>    |
| 2023-25-62                                            | LAWAND RUCHITA YASHWANTRAO      |                   |
| 2023-25-63                                            | LIMBHORE SANJANA SNATOSH        |                   |
| 2023-25-64                                            | LUNIYA TEJAS MAHAVEER           |                   |
| 2023-25-65                                            | MAHINDRAKAR PRAJWAL DIPAK       |                   |
| 2023-25-66                                            | MALI VIKAS SHIVAJI              |                   |
| 2023-25-67                                            | MANE SAURABH SATISH             |                   |
| 2023-25-68                                            | MANKAR ANUJ MANISH              | <u>Anuj</u>       |
| 2023-25-69                                            | MANKAR YASH PRAFULLA            | <u>Pratishtha</u> |
| 2023-25-70                                            | MANVAL APURVA ASHOK             | <u>Ashwani</u>    |
| 2023-25-71                                            | MASKAR PRADIP LALASO            |                   |
| 2023-25-72                                            | METKARI KISHOR                  |                   |
| 2023-25-73                                            | MHASKE PRANAY KALIAS            | <u>Praske</u>     |
| 2023-25-74                                            | MISAL GOVIND PARMESHWAR         |                   |
| 2023-25-75                                            | MOHITE VAISHNAVI BALAJI         | <u>Mohite</u>     |
| 2023-25-76                                            | MULANI ARMAN JAKIR              |                   |
| 2023-25-77                                            | MUTHE PRANJAL RAM               |                   |
| 2023-25-78                                            | NADAR ROHIT VENKATESH           |                   |
| 2023-25-79                                            | NALE VAIBHAV SUNIL              |                   |
| 2023-25-80                                            | PANDKAR SANDIP DHANANJAY        |                   |
| 2023-25-81                                            | PATWARDHAN CHAITRALI MOHAN      |                   |
| 2023-25-82                                            | PAWALE ANKITA ANANTA            |                   |
| 2023-25-83                                            | PAWAR MAHESHWAREE SANJAY        |                   |
| 2023-25-84                                            | PAWAR NITIN AJAY                |                   |
| 2023-25-85                                            | PAWAR PRUTHVIRAJ PRAKASH        |                   |
| 2023-25-86                                            | PAYGUDE MEGHA RAMDAS            |                   |
| 2023-25-87                                            | PISAL RUSHIKESH SANDIP          |                   |
| 2023-25-88                                            | PRAJAPATI DEEPAK KUMAR RAMMURTI | <u>Deepak</u>     |
| 2023-25-89                                            | PUNDAKARE PRASHANT GOVIND       |                   |
| 2023-25-90                                            | RAJPUT VISHNU                   |                   |

| Roll No.    | Student Name                  | Signature    |
|-------------|-------------------------------|--------------|
| 2023-25-91  | RAUT ADARSH LAHU              |              |
| 2023-25-92  | SAKHARE SHRUTIKA SHIVKUMAR    |              |
| 2023-25-93  | SANAS SNEHA KAILAS            |              |
| 2023-25-94  | SANGADE SUYASH DATTU          |              |
| 2023-25-95  | SANGADE TUKARAM VITTHAL       |              |
| 2023-25-96  | SANT NILAMBARI CHANDRASHEKHAR |              |
| 2023-25-97  | SAPTASAGARE SANJANA SUNIL     |              |
| 2023-25-98  | SARWE ISHA SUKHDEO            | <i>Sarwe</i> |
| 2023-25-99  | SAWANT ATUL DEEPAK            |              |
| 2023-25-100 | SAWANT YASH AJAY              |              |
| 2023-25-101 | SHAH SANSKAR MANILAL          |              |
| 2023-25-102 | SHARMA DIVYA MANPATRAO        |              |
| 2023-25-103 | SHARMA GAURAV VIJAY           |              |
| 2023-25-104 | SHELAR NINAD SAMEER           |              |
| 2023-25-105 | SHEWALE AAYUSH GAJANAN        |              |
| 2023-25-106 | SHEWALE RAHUL VIJAY           |              |
| 2023-25-107 | SHIKALGAR ALINA ANWAR         |              |
| 2023-25-108 | SHILIMKAR ANUJ KANTA          |              |
| 2023-25-109 | SHINDE ABHISHEK SUDAM         |              |
| 2023-25-110 | SHINDE ATHARVA SANJAY         |              |
| 2023-25-111 | SHINDE SOMNATH CHANDRAKANT    |              |
| 2023-25-112 | SHINDE UMESHCHANDRA DAULAT    |              |
| 2023-25-113 | SHIRSAT VAIBHAV ANIL          |              |
| 2023-25-114 | SOMWANSI SHREYA SUNIL         |              |
| 2023-25-115 | SONAL BHARAT NARASAPPA        |              |
| 2023-25-116 | SONTAKKE MONIKA DEVENDRA      |              |
| 2023-25-117 | TAKALE YASH RAJENDRA          |              |
| 2023-25-118 | THAKARE PRATIKSHA GULAB       |              |
| 2023-25-119 | UKARDE AKANKSHA KAILASHRAO    |              |
| 2023-25-120 | WAGH DHANANJAY PRASHANT       |              |
| 2023-25-121 | WAGHMARE SHWETA VIJAY         |              |
| 2023-25-122 | WANKHADE SANDIP LAXMAN        |              |
| 2023-25-123 | ZADBUKE SHATAKSHI SIDDHESHWAR |              |
| 2023-25-124 | PINGALE SHRIKANT CHANDRAKANT  |              |
| 2023-25-125 | GAIKWAD PANDURANG BHUJANGRAO  |              |