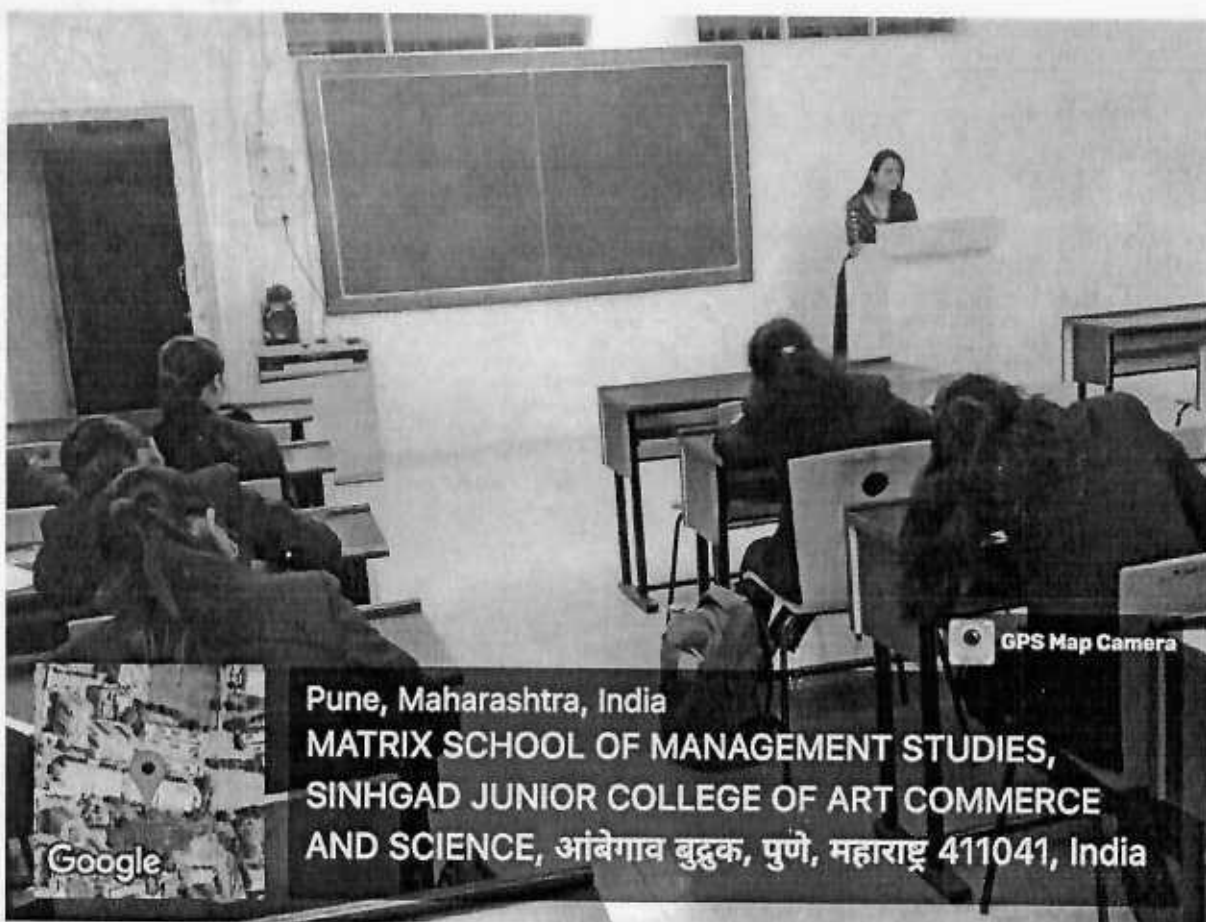
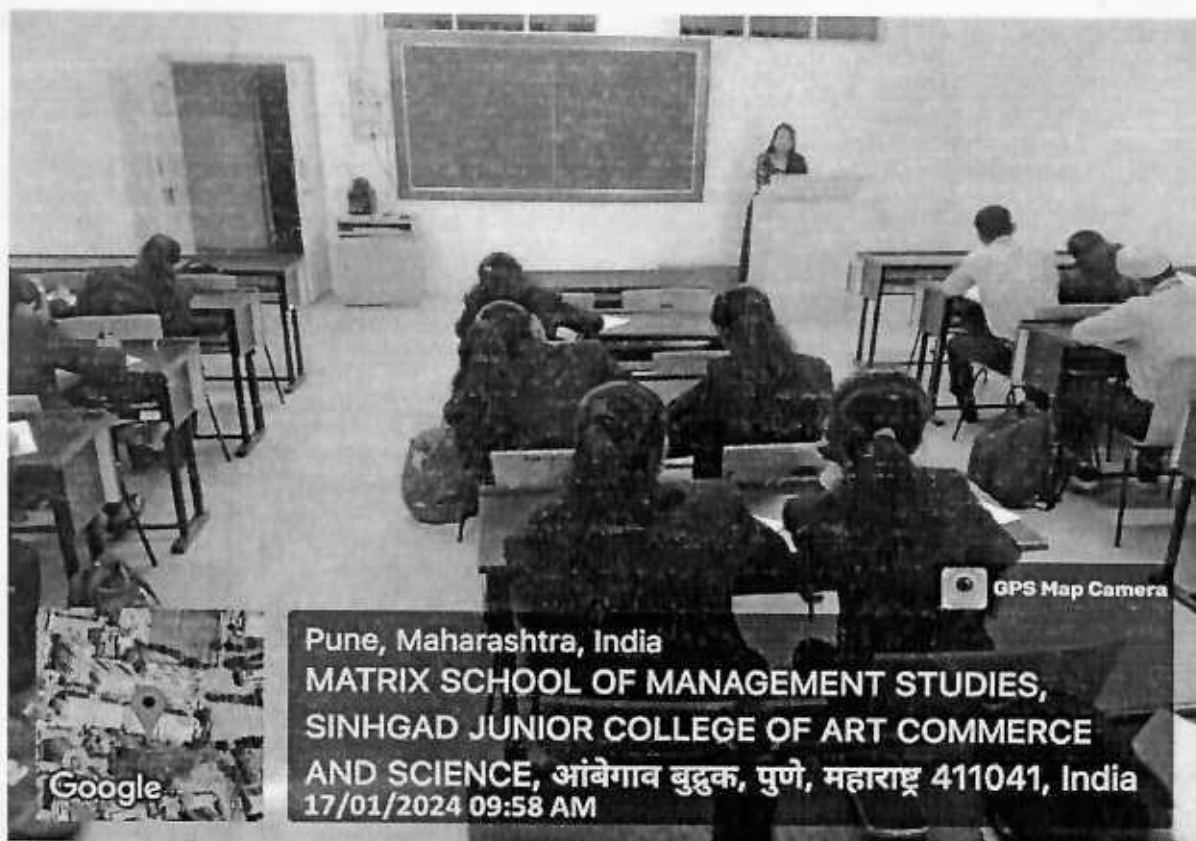


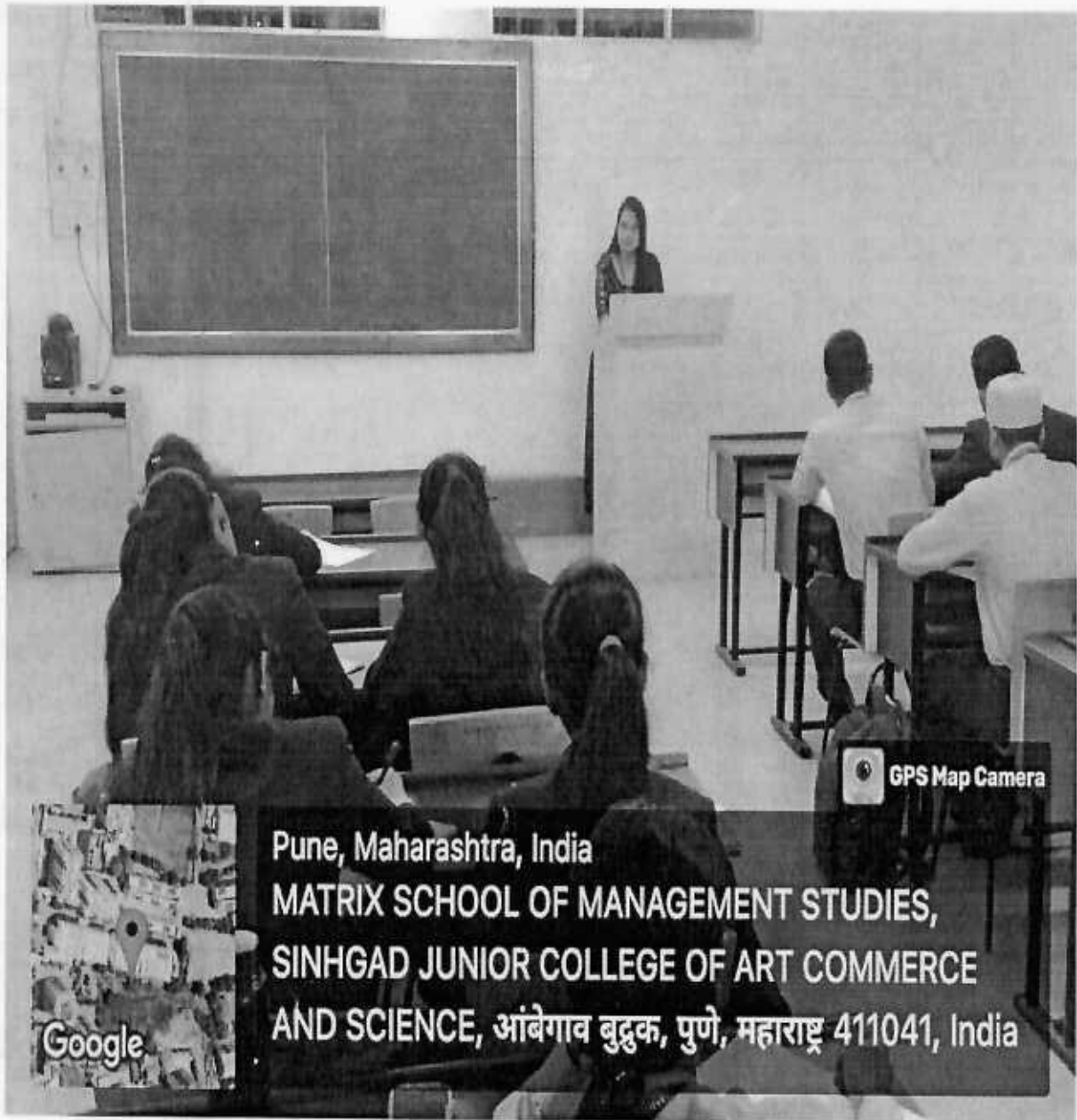
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Pune

Title of the Activity:	BASIC ABILITIES & SKILLS ENHANCEMENT (BASE) PROGRAMME: Memo writing and Letter of appreciation
Day & Date:	Wednesday 17/01/2024
Category of Activity:	Curricular / Co-curricular / Extra-curricular activity / Social
Organized Under:	IQAC, MSMS
Objectives:	To learn memo writing To learn Appreciation letter
Level:	Institute / City / State / National / International
Name, Organization and Designation of Expert	Deepika Pareek, Soft skill Trainer, Nexus Marketing
Number of students benefitted	22
Summary report:	Format was introduced for memo writing and Appreciation letter, content was discussed about what is to be included in the memo and appreciation letter. Sample of Appreciation letter was discussed and written in class. Memo writing practice was taken in class and students written a memo on the given situation. Few examples were taken as reading and discussion
Outcome:	Students learnt to write memo and appreciation letter
Name of Staff coordinators:	Dr Anand Padle

Satish
Prof. (Dr) Satish Ubale
Director

Anand
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

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MBA I Semester II Division A

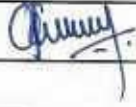
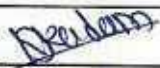
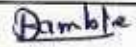
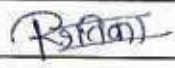
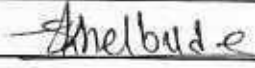
Basic Abilities and Skills Enhancement (BASE) Program

Topic: Memo writing, Acceptance letter

Attendance Sheet

Date: 17/01/2024

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	<u>R. S. Bansod</u>
2023-25-07	BANSODE PRAJAKTA SUKHADEV	
2023-25-08	BAWAGE SAURABH SANJAY	
2023-25-09	BELDARE MILIND TANAJI	<u>SN</u>
2023-25-10	BHAGAT SAKSHI SHEKHAR	
2023-25-11	BHANDARI BHAGYASHRI MALLAPPA	
2023-25-12	BHENWAL PRACHI PRALHAD	
2023-25-13	BHIMPUR HATIM	<u>Hatim</u>
2023-25-14	BHOSALE PRATIK PRASHANT	
2023-25-15	BHOSALE SUSHANT DATTATRAY	
2023-25-16	BIRADAR PAVAN GORAKH	
2023-25-17	BONDE AMOL NAVNATH	
2023-25-18	BUDDE HANUMANT MANOHAR	
2023-25-19	BUIKULE PRATIKSHA MARUTHI	<u>Pratiksha</u>
2023-25-20	DAKHODE ABHINAV SANJAYRAO	
2023-25-21	DEGALE POONAM DHONDIRAM	<u>Pogale</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	<u>Gawande</u>
2023-25-30	GHULE SHWETA MANOJ	<u>Shweta</u>

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	
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	
2023-25-43	KADAM DHANASHREE NITIN	
2023-25-44	KAKADE PRANJAL KASHINATH	
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	
2023-25-51	KATKAR SOMESHWAR JAGANNATH	
2023-25-52	KHADE SHUBHANGI SANTOSH	
2023-25-53	KHANDERAO PRANITA PRADIP	
2023-25-54	KHARAT ATHARV MAKARAND	
2023-25-55	KHELBUDE SUYASH SANTOSH	
2023-25-56	KHENGARE ABHISHEK BAJRANG	
2023-25-57	KOGDE PRATHMESH ANIL	
2023-25-58	KORADE DNYANESHWAR BIBHISHAN	
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>Memo writing, Acceptance letter</u>		
Attendance Sheet		Date: <u>17/01/2024</u>
Roll No.	Student Name	Signature
2023-25-61	LANDAGE SHIVANI SURESH	
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	
2023-25-69	MANKAR YASH PRAFULLA	
2023-25-70	MANVAL APURVA ASHOK	<u>Ashok</u>
2023-25-71	MASKAR PRADIP LALASO	
2023-25-72	METKARI KISHOR	
2023-25-73	MHASKE PRANAY KALIAS	
2023-25-74	MISAL GOVIND PARMESHWAR	
2023-25-75	MOHITE VAISHNAVI BALAJI	
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	<u>Sneuti</u>
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	
2023-25-99	SAWANT ATUL DEEPAK	<u>A. Sawant</u>
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	<u>N. Shelar</u>
2023-25-105	SHEWALE AAYUSH GAJANAN	
2023-25-106	SHEWALE RAHUL VIJAY	
2023-25-107	SHIKALGAR ALINA ANWAR	
2023-25-108	SHILIMKAR ANUJ KANTA	<u>A</u>
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	<u>Prashant Wagh</u>
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	