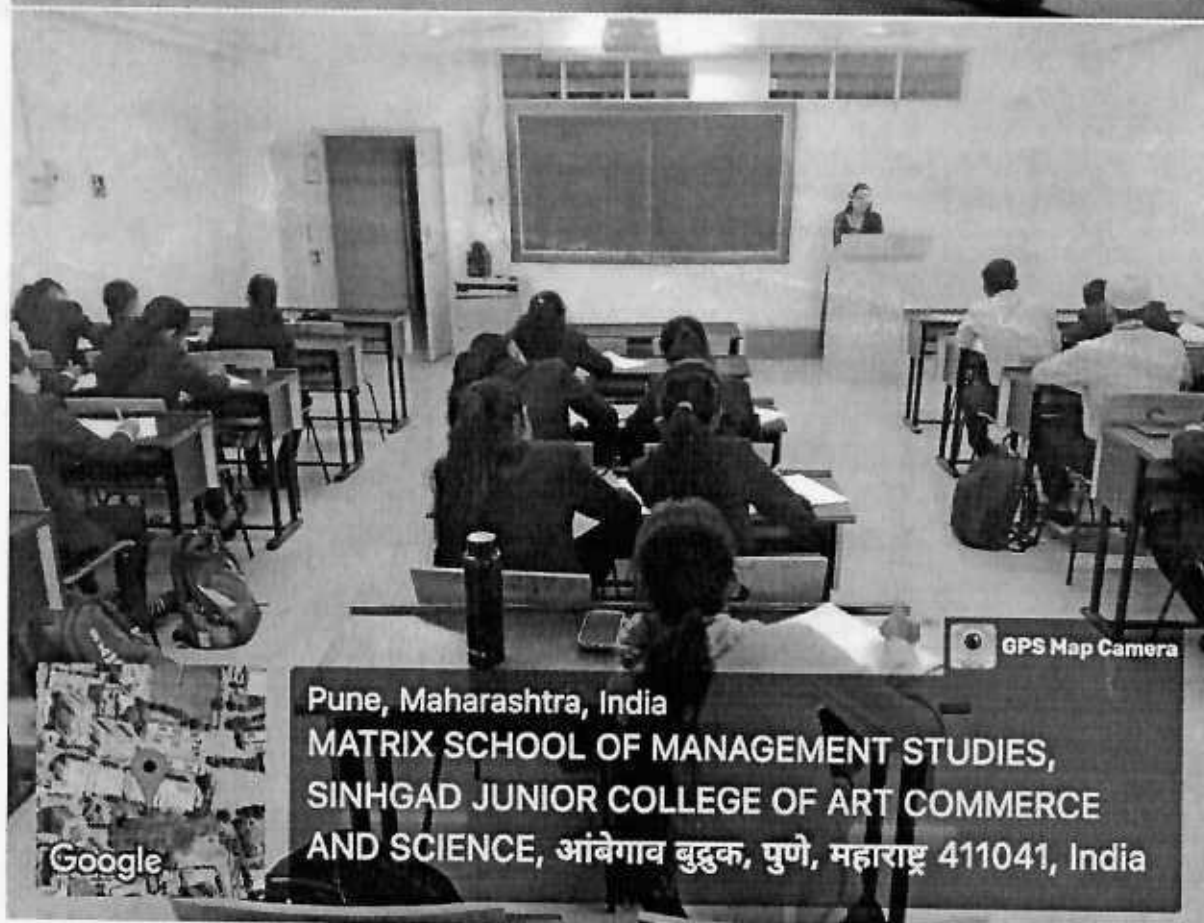
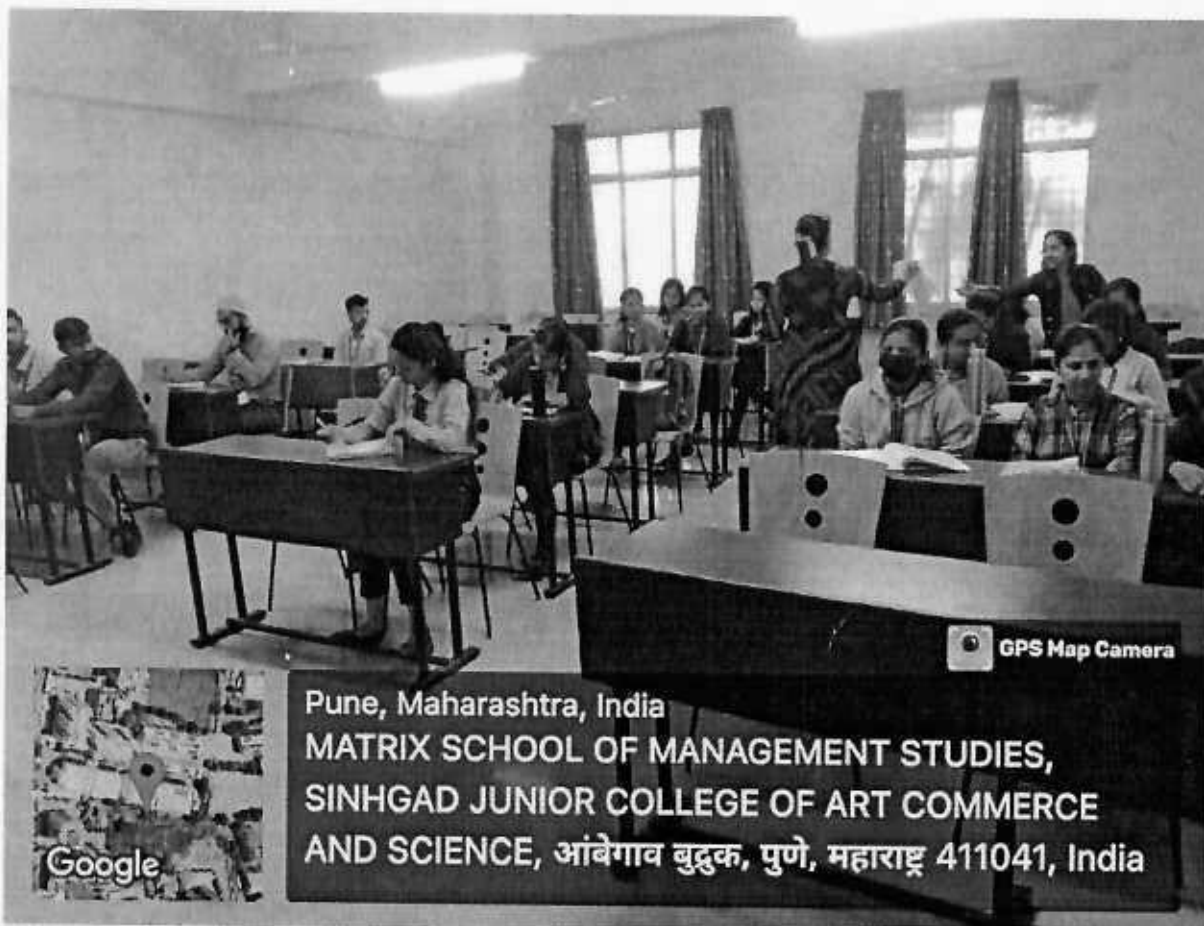


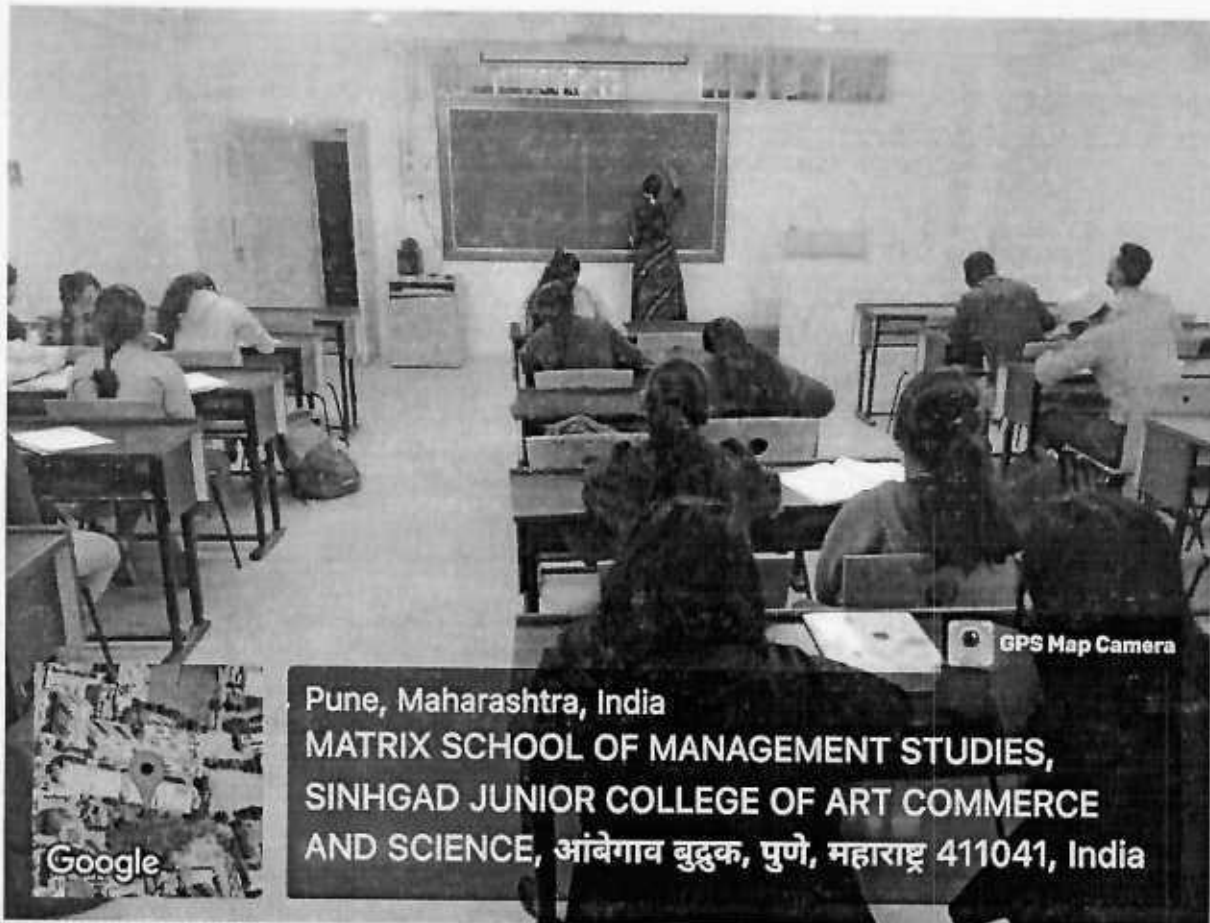
The Matrix Educational Foundation's
Matrix School of Management Studies
Pune

Title of the Activity:	BASIC ABILITIES & SKILLS ENHANCEMENT (BASE) PROGRAMME: Warning letter & Follow up letter
Day & Date:	Thursday 18/01/2024
Category of Activity:	Curricular / Co-curricular / Extra-curricular activity / Social
Organized Under:	IQAC, MSMS
Objectives:	To learn how to write warning letter To learn how to write various follow up letter
Level:	Institute / City / State / National / International
Name, Organization and Designation of Expert	Dr Anand Padle, Associate Professor, The Matrix Educational Foundation's Matrix School of Management Studies
Number of students benefitted	25
Summary report:	Sample was written in class for Warning letter and Follow up letter. Various Warning letters were discussed where we can give warnings in the organizations . Incidents were discussed where we need to take follow up in various cases and how to write different follow up letters with useful content
Outcome:	Learnt to write Warning letter and various letter of Follow ups.
Name of Staff coordinators:	Dr Anand Padle


Prof. (Dr) Satish Ubale
Director


Dr Anand Padle
Coordinator





Google

GPS Map Camera

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



Google

GPS Map Camera

Pune, Maharashtra, India
MATRIX SCHOOL OF MANAGEMENT STUDIES,
SINGHAD JUNIOR COLLEGE OF ART COMMERCE
AND SCIENCE, आंबेगाव बुद्रुक, पुणे, महाराष्ट्र 411041, India
18/01/2024 09:50 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: Warning letter, Followup letter

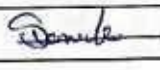
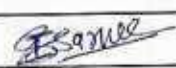
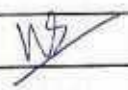
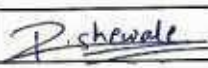
Attendance Sheet

Date: 18/01/2024

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	
2023-25-07	BANSODE PRAJAKTA SUKHADEV	
2023-25-08	BAWAGE SAURABH SANJAY	
✓ 2023-25-09	BELDARE MILIND TANAJI	<u>m</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	
2023-25-20	DAKHODE ABHINAV SANJAYRAO	
2023-25-21	DEGALE POONAM DHONDIRAM	<u>Pegale</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	<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	<i>Jadav</i>
2023-25-37	JADHAV TRUPTI RAGHUNATH	
2023-25-38	JADHAV VIVEK	
2023-25-39	JAGTAP POOJA ABASAHEB	<i>Jagtap</i>
2023-25-40	JANGLE PRIYANKA NILESH	
2023-25-41	JIDAGE ABHISHEK VISHWANATH	
2023-25-42	JOSHI PRACHI SUNIL	<i>Joshi</i>
2023-25-43	KADAM DHANASHREE NITIN	
2023-25-44	KAKADE PRANJAL KASHINATH	<i>Kakade</i>
2023-25-45	KALE RANJEET SANJAY	
2023-25-46	KAMBLE DNYANESHWARI DHANANJAY	<i>Kamble</i>
2023-25-47	KAMBLE PRIYA DEVAPPA	
2023-25-48	KANGHANTI YASH HANUMANT	
2023-25-49	KARANDE VAISHNAVI VYAS	
2023-25-50	KAREKAR RUTIKA CHANDRAKANT	<i>Karekar</i>
2023-25-51	KATKAR SOMESHWAR JAGANNATH	
2023-25-52	KHADE SHUBHANGI SANTOSH	<i>Khade</i>
2023-25-53	KHANDERAO PRANITA PRADIP	
2023-25-54	KHARAT ATHARV MAKARAND	
2023-25-55	KHELBUDE SUYASH SANTOSH	<i>Khelbude</i>
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:		
Attendance Sheet <i>warning & follow up letter</i> Date: 18/01/2024		
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	<i>31/01/22</i>
2023-25-69	MANKAR YASH PRAFULLA	<i>Yash P...</i>
2023-25-70	MANVAL APURVA ASHOK	<i>Apurvam</i>
2023-25-71	MASKAR PRADIP LALASO	
2023-25-72	METKARI KISHOR	<i>K</i>
2023-25-73	MHASKE PRANAY KALIAS	<i>Pranay</i>
2023-25-74	MISAL GOVIND PARMESHWAR	
2023-25-75	MOHITE VAISHNAVI BALAJI	<i>Anahite</i>
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	<i>Deepak</i>
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	
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	