



**JNAN VIKAS MANDAL'S**  
**Mohanlal Raichand Mehta College of Commerce**  
**Diwali Maa Degree College of Science**  
**Amritlal Raichand Mehta Degree College of Arts**  
**Padmashree (Dr.) R.T. Doshi Degree College of Computer Science**  
**Plot. No. 9, Sector 19, Airoli, Navi Mumbai.**

**Name of the activity – Session on - “Email Writing Etiquettes”**

Date : 11th March 2024 (Monday)

Venue : Seminar Hall

Mode : Physical

**Members involved –**

Dr. B. R. Deshpande - I/c Principal

Asst. Prof. Yogita Sawant – Coordinator - BMS Department

**Organizing Committee –**

Asst.Prof.Navaj Mulani

Asst.Prof. Onkar Mone

Asst.Prof. Divya Gautam

Asst.Prof. Riyu Haldankar

Asst. Prof. Tejas Risbood

**Resource Person (Speaker of the session) -**

Mrs. Saili Dhotre (HR Professional & Founder of Nishvi HR Solutions)



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**Plot. No. 9, Sector 19, Airoli, Navi Mumbai.**

**Department of BMS**

**Notice**

**22nd February, 2024**

All the departmental members are hereby informed that the departmental meeting will be conducted with the Principal on Saturday, 24<sup>th</sup> February, 2024 at 11:30 AM in the principal's office.

Agenda of the meeting will be as follows: -

1. Discussion regarding conduct of Session on - Email Writing Etiquettes by Mrs. Saili Dhotre.
2. Discussion regarding time and venue allocation for conduct of session.
3. Discussion regarding objectives of conducting the session.
4. Discussion regarding allocation of work among the faculty members of BMS department.

**Asst. Prof. Yogita Sawant**

**BMS - Coordinator**



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### **Minutes of the Meeting**

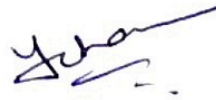
The meeting of the Department of BMS was held with the principal on Saturday, 24<sup>th</sup> February, 2024 at 11:30 AM in the principal's office regarding inviting Mrs. Saili Dhotre, an HR Professional, to conduct a session of Email writing etiquettes for TY students of BMS/BAF/BBI. The meeting was presided over by the Chairperson - I/c Principal Dr. B. R. Deshpande, BMS Coordinator - Asst Prof. Yogita Sawant, Asst. Prof. Navaj Mulani, Asst. Prof. Onkar Mone, Asst. Prof. Divya Gautam, Asst. Prof. Riyu Haldankar and Asst. Prof. Tejas Risbood. In the meeting following points were discussed and decisions were taken in order to discuss the conduct of a session of Email writing etiquettes. Below are the minutes of the meeting:

- Date of Interviews – 11th March 2024 (Monday)
- Time of interviews – 10:00 AM.
- Venue for the session – Seminar Hall.
- Title – Session on - “Email Writing Etiquettes”
- Stream – TY students of BMS/BAF/BBI.

## Work distribution and planning

- Participant list – Asst. Prof. Divya Gautam
- Feedback form preparation and analysis – Asst. Prof. Riyu Haldankar
- Photos of interview sessions – Asst. Prof. Onkar Mone
- Coordination with resource person– Asst. Prof. Navaj Mulani & Asst. Prof. Divya Gautam
- Report/Any other documentation – Asst.Prof. Tejas Risbood
- Other work - Asst. Prof. Riyu Haldankar & Asst.Prof. Tejas Risbood

Asst. Prof. Yogita Sawant - BMS Coordinator



Asst. Prof. Navaj Mulani



Asst. Prof. Onkar Mone



Asst. Prof. Divya Gautam



Asst. Prof. Riyu Haldankar



Asst. Prof. Tejas Risbood





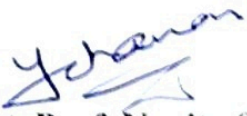
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**Plot. No. 9, Sector 19, Airoli, Navi Mumbai.**

**Department of BMS**

**Notice**

**Date: 01<sup>st</sup> March, 2024**

All the students of TYBMS/TYBAF/TYBBI are hereby informed that the Department of BMS is organising a Session on "EMAIL WRITING ETIQUETTES" on Monday, 11<sup>th</sup> March, 2024 at 10:00 AM in the seminar hall. The aim of organising this session is to equip students with the basic etiquettes necessary to draft an Email. So all the students are requested to take advantage of the same.

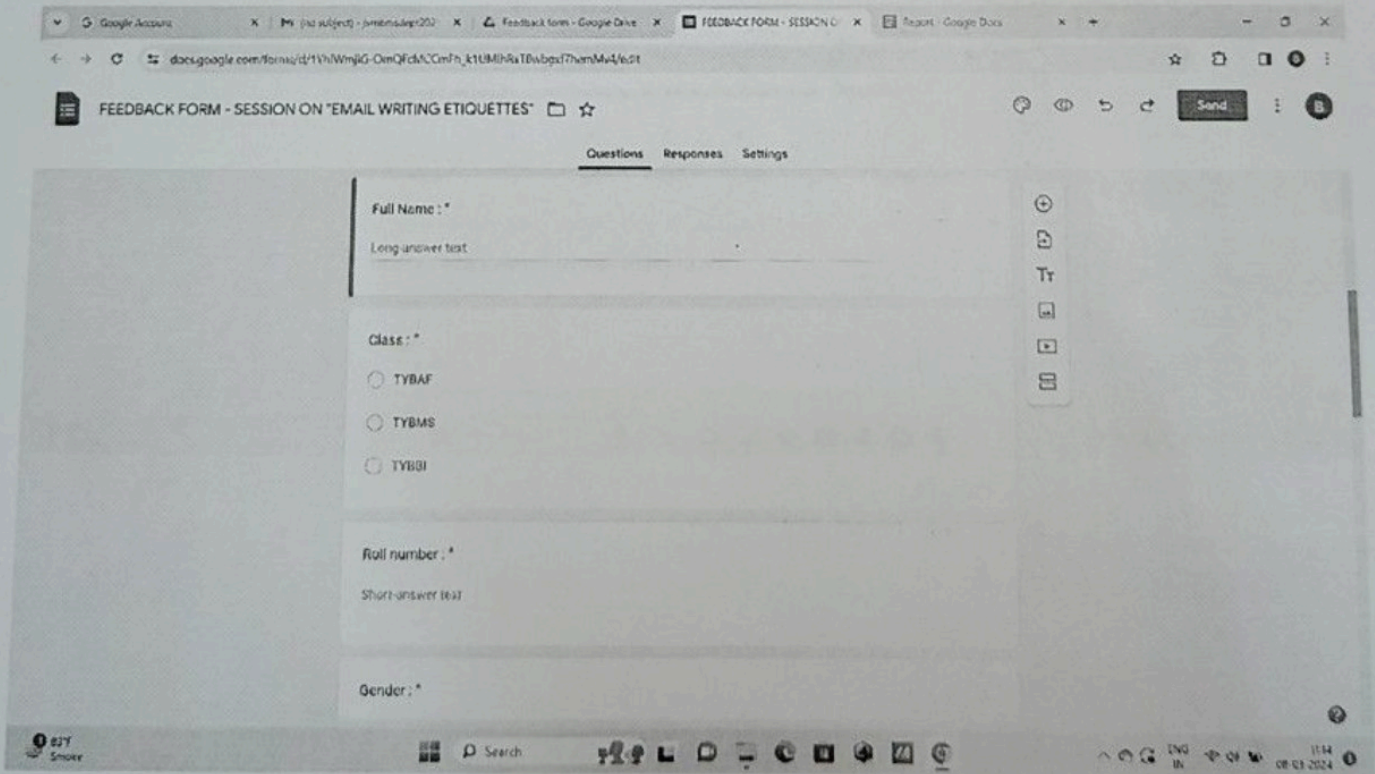
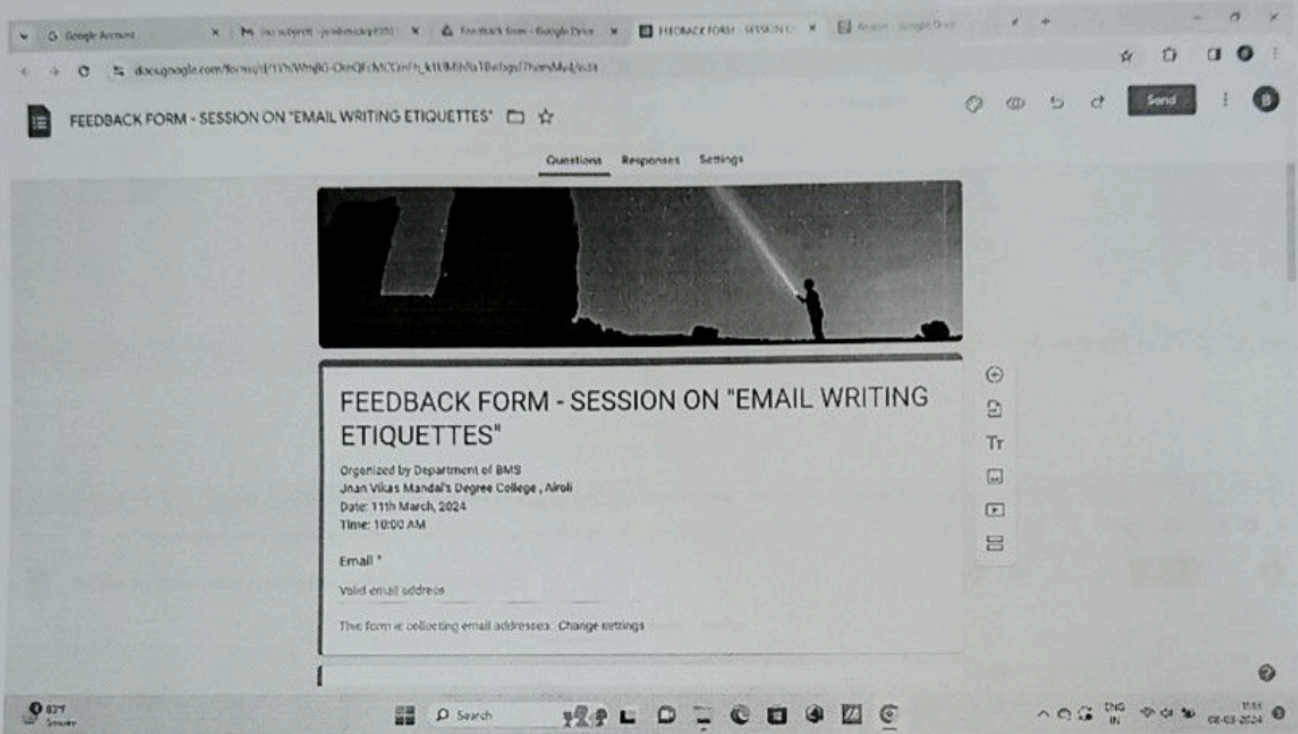
  
**Asst. Prof. Yogita Sawant**  
**BMS - Coordinator**

  
**Dr. B. R. Deshpande**  
**I/c Principal**

# FEEDBACK FORM LINK:

<https://forms.gle/W3VxokC6q5zEk1ww5>

# FEEDBACK FORM IMAGES



Google Account | Feedback Form - Google Drive | FEEDBACK FORM - SESSION ON "EMAIL WRITING ETIQUETTES" | Report - Google Docs

docs.google.com/forms/d/1YhWngG-OnDfMCOmFh\_k1UMhfaTbwge7ZemM4/edit

### FEEDBACK FORM - SESSION ON "EMAIL WRITING ETIQUETTES"

Questions | Responses | Settings

CONTACT NUMBER \*  
Short answer text

How would you rate the overall session? \*

	1	2	3	4	5	
POOR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	EXCELLENT

How well was the session organized? \*

	1	2	3	4	5	
POOR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	EXCELLENT

11:14 06-01-2024

Google Account | Feedback Form - Google Drive | FEEDBACK FORM - SESSION ON "EMAIL WRITING ETIQUETTES" | Report - Google Docs

docs.google.com/forms/d/1YhWngG-OnDfMCOmFh\_k1UMhfaTbwge7ZemM4/edit

### FEEDBACK FORM - SESSION ON "EMAIL WRITING ETIQUETTES"

Questions | Responses | Settings

Did the session meet your expectation? \*

YES

NO

How would you rate the content knowledge and information shared by Mrs. Sulli Dhotre? \*

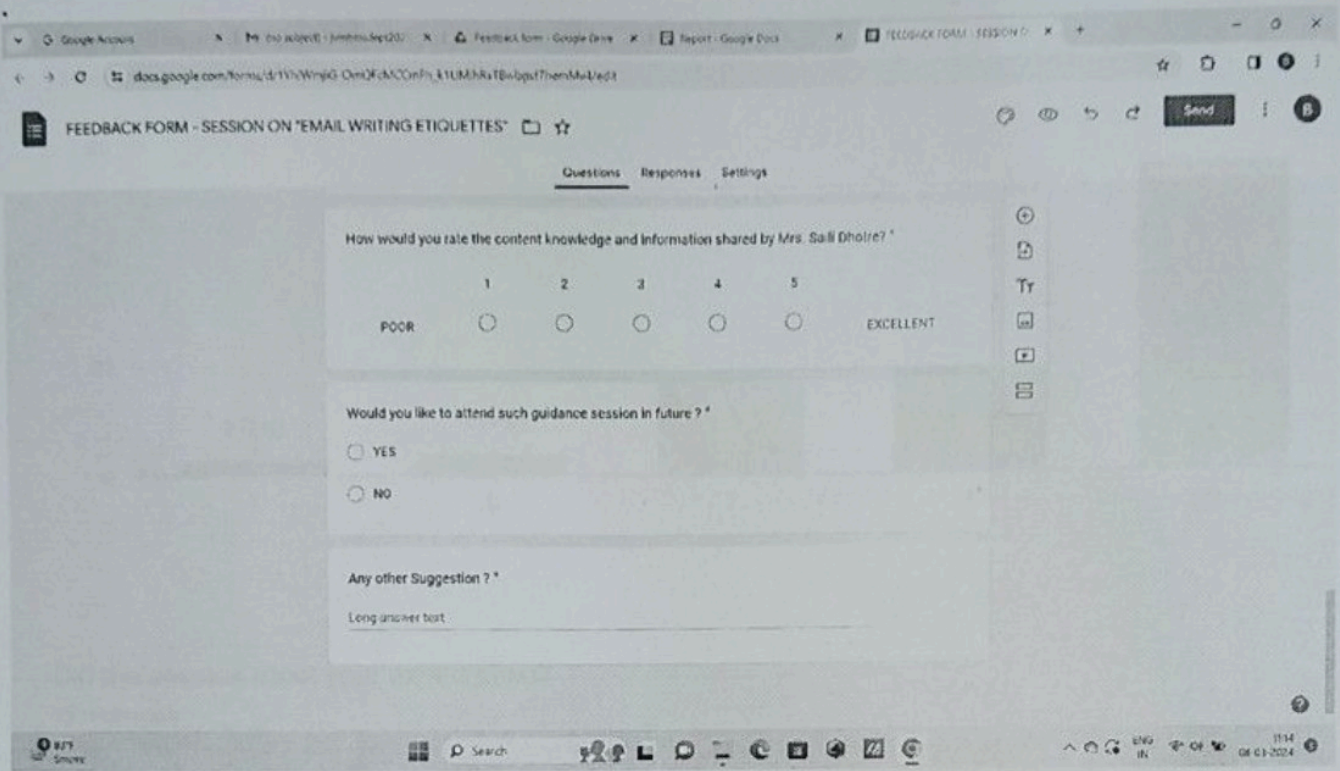
	1	2	3	4	5	
POOR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	EXCELLENT

Would you like to attend such guidance session in future? \*

YES

NO

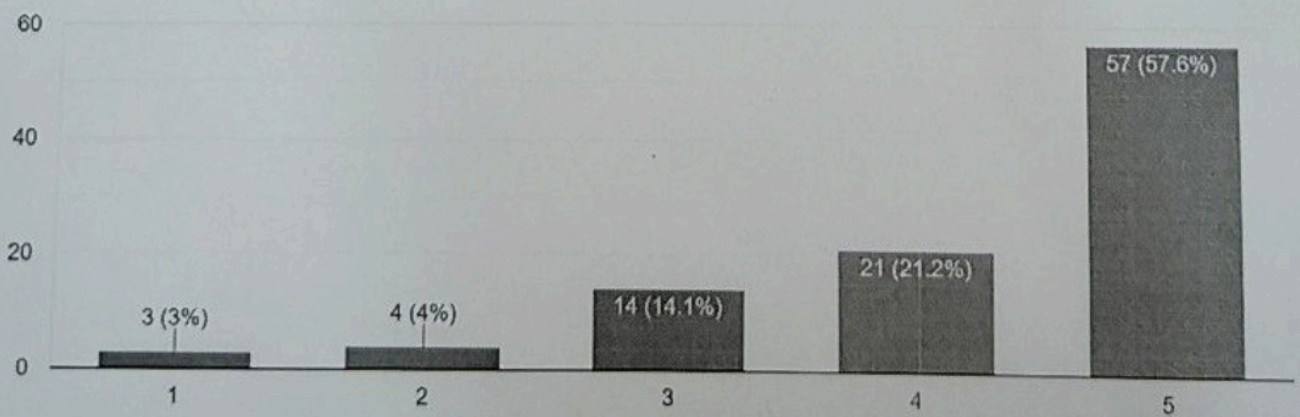
11:14 06-01-2024



## FEEDBACK FORM ANALYSIS

How would you rate the overall session?

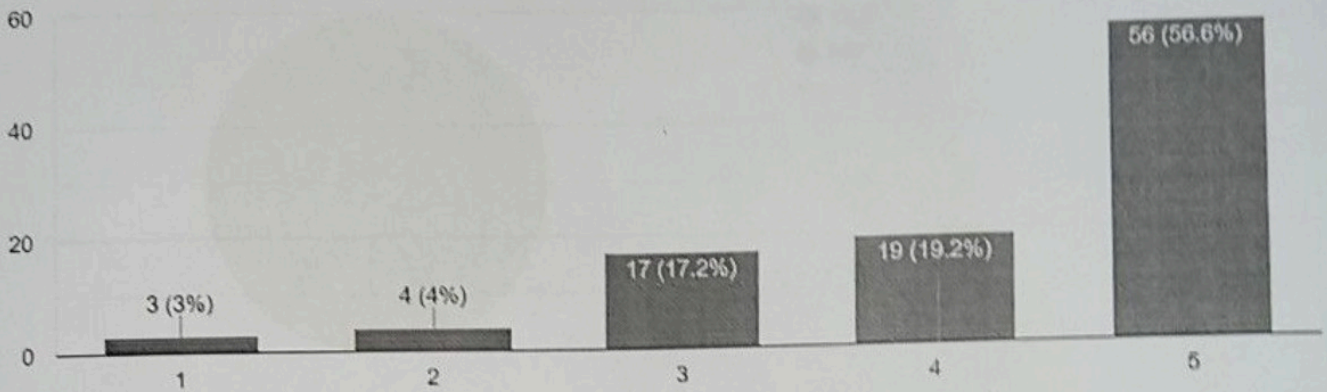
99 responses





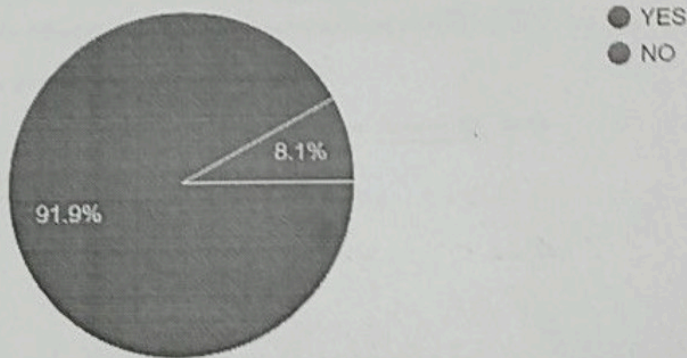
### How well was the session organized ?

99 responses



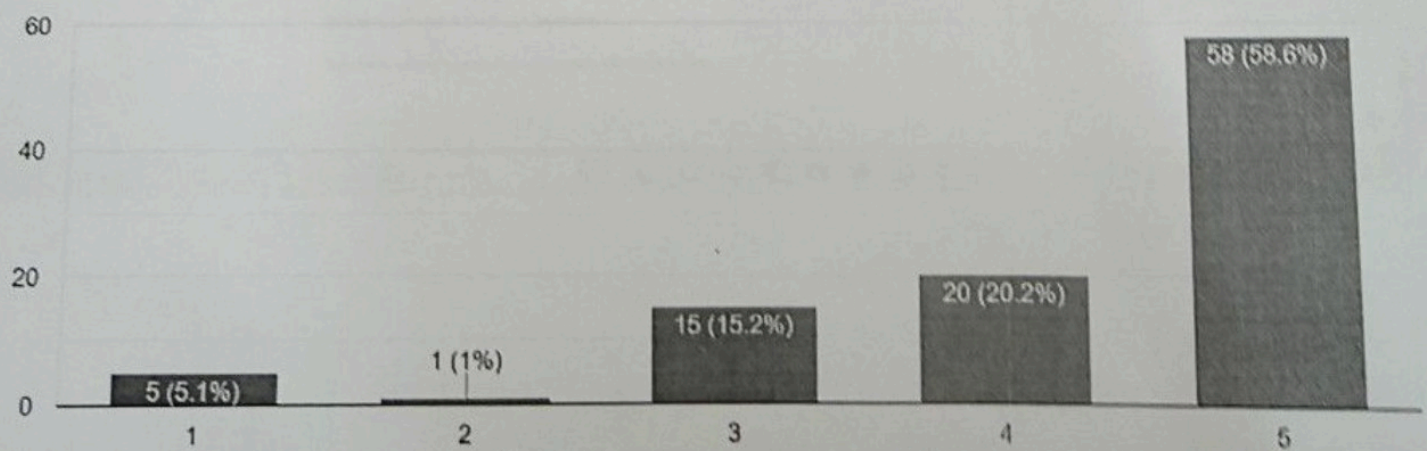
### Did the session meet your expectation?

99 responses



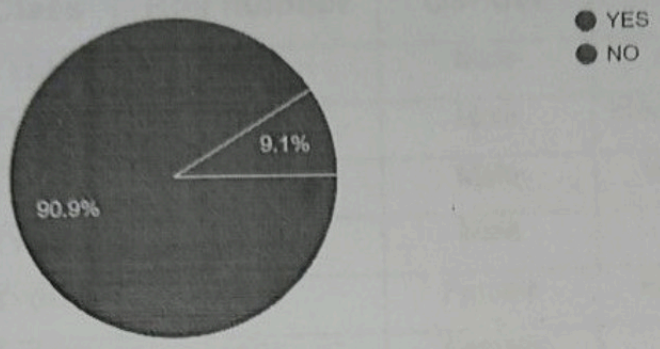
### How would you rate the content knowledge and information shared by Mrs. Salli Dhotre?

99 responses



# Would you like to attend such guidance session in future ?

99 responses



FEEDBACK FORM - SESSION ON "EMAIL WRITING ETIQUETTES"

Questions Responses Settings

Any other Suggestion ?  
99 responses

- Extend the time of session
- The session was good
- It was Good
- Add some animation for better understanding
- Next time meet you
- Trading stock market ka kuch karo
- It is a good session. I got more information from this session.
- By adding some fun it would be a good sess
- Take some games in between so that people will not get bored

24°C Show Search ENG IN 11:25 11-03-2024

## LIST OF THE PARTICIPANTS

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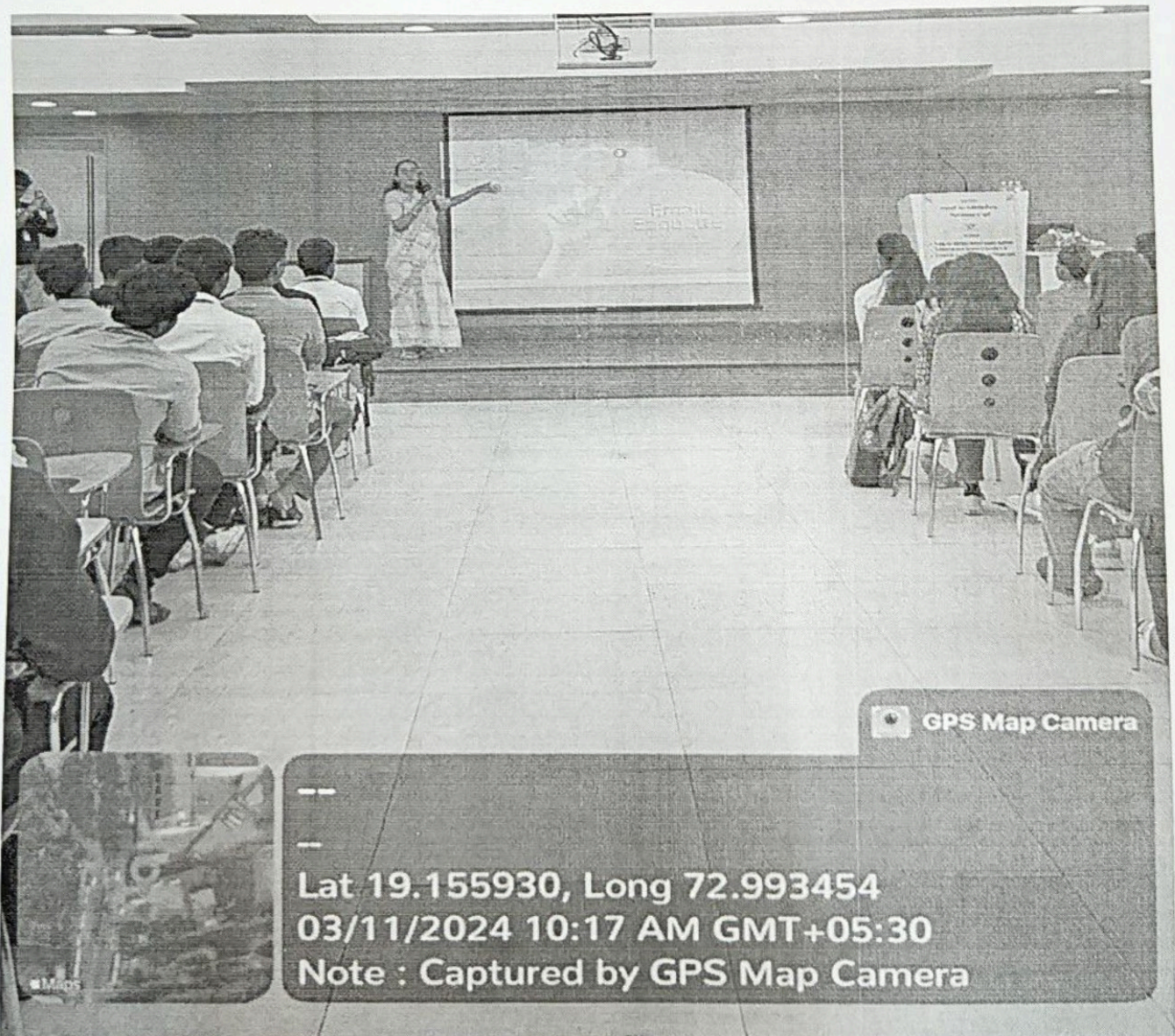
Sakshi bhagwan Wable	FYBMS	9248	Female	sakshib.wable@gmail.com
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Nilesh Jadhav	FYBMS	9051	Male	nileshjadhav23.2005@gmail.com
Bhoomi Mayekar	FYBMS	9113	Female	bhoomimayekar222@gmail.com
Suman verma	FYBMS	9246	Female	sumanverma8928@gmail.com
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# PHOTOS

## Felicitation:



Conduct of session:





Speaker with students and faculty members after conclusion of the session:





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**Report of session on - Email writing Etiquettes.**

**Date: 12<sup>th</sup> March, 2024**

The Department of Management studies had organised a session on Email writing Etiquettes on 11<sup>th</sup> March 2024 (Monday) from 10 AM to 11 AM in seminar hall to equip students with basic knowledge and etiquettes which are necessary to draft an official Email. This main purpose of the session was to provide students with all the valuable insights which will lead to a deeper understanding on "Email writing etiquettes".

The speaker discussed with students about how to draft the subject line of the email. Also, various types of emails which are used for formal communication were explained by the speaker. Many other important points which should be kept in mind while drafting an email such as Salutations, tone of words, URL's, Font type, Greetings, Body of the email etc were explained in detail by the speaker.

It was a highly informative session which received a very positive response from all the participants. This session will surely benefit all the students in their career since E-mail writing is a part and parcel of daily work of each and every working individual irrespective of the industry they choose to be associated with.

Report prepared by - Asst. Prof. Tejas Risbood

Report Checked by - Asst. Prof. Yogita Sawant (BMS Coordinator)

Report approved by - Dr. B.R. Deshpande – I/c Principal