**K.T.S.P.MANDAL’S**

**HUTATMA RAJGURU MAHAVIDYALAYA**

RAJGURUNAGAR, TAL-KHED, DIST-PUNE 410501

**BBA DEPARTMENT (2024-25)**

A log sheet with the following details of program

|  |  |  |
| --- | --- | --- |
| Sr. No | Item | Particulars |
| 1 | Date | 22nd January |
| 2 | Name of Event | **Email – to enquire about any specific course** |
| 3 | Venue | CLASSROOM |
| 4 | Time | Class timings |
| 5 | Duration of the program | WORKING HOURS |
| 6 | Expense | - |
| 7 | Source of Financial Assistance | - |
| 8 | Names of resource persons | - |
| 9 | Name of coordinator | PROF. Y.R.SEMLANI |
| 10 | Number of participants | All Students of FYBBA |
| 11 | Copy of the program | - |
| 12 | Curricular/Co-Curricular/Extra-Curricular | Extra-Curricular |
| 13 | Activity belongs to Which Criteria of NAAC | - |

Date: - 22nd January , 2024

**Report**

FYBBA Students were informed to write formal email based on topic “ to enquire about any course’ ’Taking into consideration of email etiquettes and detail studies about social and international cultural & etiquettes.

Email, also known as electronic mail, is a medium of written communication used to send and receive information over the Internet. It has been in use since the beginning of the Internet era. Initially, people used it for informal communication before social media apps were introduced into our lives. Later, social media took the spotlight, and now emails are used mostly for professional communication in schools, colleges, offices, banks, etc. Poorly written, unclear, misleading or ineffective emails not only cause a loss of time and productivity, but can also harm one’s reputation by leaving a poor impression on the reader. It, therefore, becomes imperative that we make the best possible use of emails to communicate effectively at the workplace. To do so, you must keep in mind some basic email etiquette to draft the perfect official email.

Based on the curriculum of subject IT IN BUSINESS the last topic is about the communication skills and the main importance its given to 0

DR. P.P.OSWAL

HOD of BBA

**Photos:-**

**Attendance of student:-**

DR. P.P.OSWAL

HOD of BBA