



R. J. COLLEGE of Arts, Science & Commerce (AUTONOMOUS)

(Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce)

Opposite Ghatkopar Railway Station, Ghatkopar (West), Mumbai 400086, Maharashtra, INDIA.

Website: www.rjcollege.edu.in Email: rjcollege@rjcollege.edu.in Tel No: +91 22 25151763 Fax No: +91 22 25150957

College is recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Affiliated to UNIVERSITY OF MUMBAI || NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

Date: : 9th July, 2018,

Notice

ROTARACT CLUB OF RAMNIRANJAN JHUNJHUNWALA COLLEGE

A project "E-KHAT" is a learning program for the club members like excel, google login, etc. The event will be held on 11th July, 2018 at Ramniranjan Jhunjhunwala College from 2.30 pm Onwards

Prof. Kalaiselvi Nadar

BMS Cordinator

Dr. Usha Mukundan

Principal



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Ghatkopar (W), Mumbai-400 086, Maharashtra, INDIA

2019: Star College Status by DBT

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Brochure

District 3141
Rotaract
Rotary Club Partner

Club of
Ramniranjan Jhunjhunwala College
Rotary Club of Mumbai Ghatkopar
CLUB ID: 42889

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-A Professional Development Initiative

A session on email and reporting
"Session by Mrs. Medha M Agarkar"

Date: 11th July 2018, Time: 2:30PM Onwards
Venue: IT Lab, RJ College, Ghatkopar

RSVP-
Rtr.Saif Khan ☎ 86520 90621
Rtr.Yamsari Rai ☎ 77150 13640

Rotaract Club of RJ College | teamrcrj | teamrcrj@gmail.com | @rotaract club of rj college | Rotaract Club of R.J. college | RCB Official



Usha
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Report

NAME: E-KHAT

VENUE: IT LAB, RJ COLLEGE

DATE: 11TH JULY, 2018

Time: 2.30 pm onwards

- Reporting and mailing are two most important and a must know things in a corporate world.
- Rtr. Manish (SAA 2018-19) gave the disciplinary guidelines.
- Rtr. Abhay singh (president 2018-19) called the project "E-KHAT" to order. Followed by the national anthem.
- Rtr. Yamsari and Rtr. Saif (professional development directors) welcomed everyone and introduced our trainer Mrs. Medha Agarkar.
- Mrs. Medha addressed everyone and started explaining the importance of report making with the help of MS- word.
- She showed us the uses of various applications in word which would help us make good reports.
- Such as use of charts, tables, text formatting tools and many other applications.
- She then gave us a topic and told us to make a report of it in a tabular form as she guided us before and shown us the process on screen.
- After making a report she further moved on to mailing.
- Firstly she taught us how to create a Google account i.e. signing in email.
- Further she taught us :
 1. How to compose a mail
 2. How to format the body of a mail




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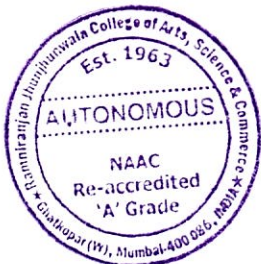
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3. How to insert or attach files or pictures
 4. How to send a mail
 5. Use of CC and BCC
- We all drafted a mail and sent it to person sitting next to us.




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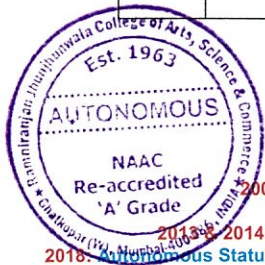
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Attendance

Roll No	Name	Stream	Roll No	Name	Stream
11	DUBEY PADMAKAR SANJAY	FYBMS	1	AGARWAL PRASHANT AVINASH	TYBMS
119	AHMAD SALIM NAUSHAD	FYBMS	1	BADUR KAMLAPRASAD	SYBMS
127	ANTHWAL SHIVAM LAXMIPRASAD	FYBMS	2	BAJPAI MAYANK	SYBMS
130	GIRI SURBHI JAYPRAKASH	FYBMS	2	BANSODE GOVIND MUKESH	TYBMS
93	BAIG TAUFIQUE RAFIQUE	FYBMS	3	BANERJEE AKASH	SYBMS
102	GONDHLE SHRUTI VISHWAS	FYBMS	3	BAVBANDE KAPIL UPENDRA	TYBMS
19	GUPTA ANISHA DEVIPRASAD	FYBMS	4	CHATURVEDI SAURAV RAVINDRANATH	TYBMS
92	BANDISHODE ASHWINI BIRAPPA	FYBMS	4	BANSODE ABHISHEKH	SYBMS
2	BHATT UMESH MANDHIRDATTA	FYBMS	5	BANSODE PURVA	SYBMS
17	GUPTA DARSHANA BALE LAKHENDAR	FYBMS	5	CHAUDHARY JAMIRAAHMED RAJKUMAR	TYBMS
5	CHAURASIYA PRADEEP RADHELAL	FYBMS	6	BHAVARI CHHAYA	SYBMS
13	GUPTA MANISH RAMGOVIND	FYBMS	6	CHHEDA KHUSHBU MANGESH	TYBMS
4	CHAURASIYA SWATI DILEEP	FYBMS	7	BHINGARDE ABHISHEK	SYBMS
16	GUPTA RIYA RAMGOPAL	FYBMS	7	CHILE NIKHIL BASHIR	TYBMS
6	CHAVAN JAGRUTI KISAN	FYBMS	8	BISHOYEE SAGAR	SYBMS
128	CHOUHDARY MANOJ KUMAR NARAYANLAL	FYBMS	9	CHAUBEY SHIVANGI	SYBMS
120	DESAI SUSHIL NAVNATH	FYBMS	10	CHAURASIYA PRIYA	SYBMS



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113	GUPTA SHIVANI VINOD	FYBMS	22	KASHID KHUSHAL MAHENDRA	FYBMS
79	HATLE NISHAD PRAKASH	FYBMS	23	KEJRIWAL SIDDHIK GOPAL	FYBMS
124	JANA ROHAN JITENDRA	FYBMS	24	KHAN ALFIYA FAKHRUDDINALI	FYBMS
20	JHA SANDEEP SADANAND	FYBMS	25	KHAN ERAM JALIL	FYBMS
21	KANAUJIYA PRITI MAHENDRA	FYBMS	26	KUMAWAT ANTARIKSH KAILASH	FYBMS
125	GOSAVI SUSHIL SHARAD	FYBMS	52	BHALERAO SUSHIL VIRENDRA KUMAR	TYBMS
80	KAMBLI ANKITA HEMCHANDRA	FYBMS	57	KOKARE PRASHANT PRAKASH	FYBMS
111	AGARRWAL JATIN RAJESH	FYBMS	101	ANSARI SOHEL	SYBMS
1	AGRI DINESHKUMAR BAHADURRAM	FYBMS	102	AVATE SHUBHADA	SYBMS
71	ANSARI SHERIN AFSAR	FYBMS	103	BAHUKHANDI PIYUSH	SYBMS
88	BIDLAN VARSHA MANOJ	FYBMS	105	BHARMAL DIKSHITA	SYBMS
7	CHOUBEY ADITYA AJIT	FYBMS	106	CHANDORA BHARATKUMAR	SYBMS
134	DEDHIYA JINAL MANISH	FYBMS	107	CHAUHAN MANDEEP	SYBMS
114	HIJLI NISHITA NILMONI	FYBMS	115	KHAN AHMED YUSUF	FYBMS



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Certificates



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Department of Bachelor of Management Studies

Certificate of Participation

This is to certify that **Mr./Ms AHMAD SALIM NAUSHAD** has participated in the workshop/session/event/competition titled

" E-KHAT "

held on 11TH JULY, 2018

Ms. Kalai Selvi Nadar

Head, Department of B.M.S

Dr. Usha Mukundan
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This is to certify that **Mr./Ms HIJLI NISHITA NILMONI** has participated in the workshop/session/event/competition titled

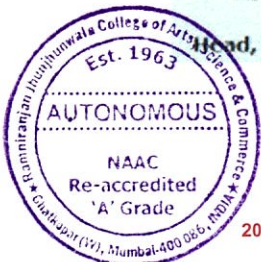
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