

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
AURANGABAD-431 004 Maharashtra (India)
Department of Management Science

NAAC Re- Accredited 'A'

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Dr. Mohd. Farooque Khan
Director

Guest
Leave

UNIVERSITY CAMPUS
AURANGABAD - 431 004
(Maharashtra) INDIA

Ref. No. Mgt. Sci. /2022-2023/ 595

Date- 05/04/2023

To,
Professor Raghvan Ayeangar ,
Sr. Associate Faculty & Corporate Trainer,
Pune.

Subject:- Workshop Conducted on 24th March 2023 on the topic Start up, Entrepreneurial Skills, Business Communication & Corporate Etiquettes

Sir,

We are thankful to you for accepting our invitation and conducting the Workshop on the topic titled "Startup Entrepreneurial Skills Business Communication & Corporate Etiquettes" at our Department. I am pleased to inform you that our students were immensely benefited from the workshop and have expressed high satisfaction in this regard. I wish to congratulate you for excellent delivery of the topic and express best wishes in your future endeavor.

Looking forward to have mutual association in future too.

Thanks and regards,




Dr. Mohd Farooque Khan
Director

Department of Management Science

Placed below few lines to the Hon. Vice-Chancellor for his consideration and Approval.

It is decided in Departmental Meeting enclosed at Flag 'A' held on 24th January 2023 at Department of Management Science to conduct one day workshop of Master Facilitator Mr. Raghvan Ayeangar who has vast experience of the Banking Industry. The rationale behind conducting the one day workshop is to take benefit of Mr. Raghvan Ayeangar's expertise in soft skills corporate etiquettes and business communication enclosed at Flag 'B'

The expenses to be incurred for conducting the one day workshop has been tabulated as below.

Sr.No.	Details of Expenses	In Ruppes
01	Honorarium for Conducting one day workshop	3,000/-
02	Accommodation with Breakfast, Lunch & Dinner with Staying Charges at our University Guest House for one day	2,000/-
	Total	5,000/-

The Expenditure will be debited from Budget Head for the Financial Year 2022-2023 "परिषदा/चर्चासत्र/कार्यशाळा" Item No.04 Page No.119. of which Rs.31,545/-is unspent.

Therefore it is requested to the Hon. Vice-Chancellor to accord his administrative approval for the same.

If, approved same will be informed to the concerned authorities and expenses will be done.

Director

Dr. Mohd. Farooque Khan

Desk Officer
(Accounts)

Internal Auditor

Finance & Account Officer

Pro. Hon. Vice-Chancellor

Hon. Vice-Chancellor

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Submitted for approval. A

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Department of Management Science
Dr. Babasaheb Ambedkar
Marathwada University Chhatrapati
Sambhajinagar



WORKSHOP ON START-UPS AND CORPORATE ETIQUETTES



Facilitator

Professor Raghavan Iyengar
(Corporate Trainer & Motivator)

Host

Dr. Mohd. Farooque Khan
Director,
Department of Management Science

Patron

Professor Walmik Sarwade
Dean Faculty of
Commerce & Management

Coordinator

Professor Abhijeet Shelke
Department of Management Science



24th March 21, 2023
@10:00 am

TIME	SESSIONS
10.00 a.m. to 10.10 am	Inaugural address - Director
10.10 am to 11.45 am	1st Session: START UP ENTREPRENEURIAL SKILLS
11.45 am to 1.00 pm	2nd session: BUSINESS COMMUNICATION SKILLS
1.00 pm to 2.00 pm.	LUNCH
2.00 pm to 2.15 pm.	BUSINESS COMMUNICATION SKILLS TO BE CONTINUED.
2.15 pm to 4.30 pm	3rd session: BUSINESS ETIQUETTES

VENUE:

Department of Management Science Dr. Babasaheb Ambedkar Marathwada University Chhatrapati
Sambhajinagar