

2018 - 2019 - 2021

ERW = 1



**SIES**

RISE WITH EDUCATION

NAAC REACCREDITED - 'A' GRADE

College of Arts,  
Science &  
Commerce (Autonomous)

**Department of Mass Media**

- A. Title of the Workshop:** Effective Report Writing
- B. Background:** A workshop on “Effective Report Writing” was conducted by the Department of Mass Media which was hosted by Mr. Pawan Badlani
- C. Aim:** The Effective Report Writing workshop aimed to enhance participants' skills in generating clear, concise reports, guiding them with how to structure the report, how to present the data, edit, and proofread.
- D. Location:** Room no. 02
- E. Target audience/participants with expected number:** 59 FYBMM students
- F. Date of the activity:** 07 February, 2019
- G. Name of Resource Persons:** Mr. Pawan Badlani
- H. Feedback:** The Effective Report Writing workshop successfully achieved its objectives, providing participants with valuable skills and insights. The session received overwhelmingly positive feedback from students.
- I. Funding if any:** NIL

J. Annexures:

i. List of Participants

FYBMM Effective Report Writing P412

**S.I.E.S COLLEGE OF ARTS, SCIENCE & COMMERCE**  
SION (WEST), MUMBAI - 400 022

**ATTENDANCE SHEET**

Class: FYBMM Divn: A/B Subject: ECs II  
Date: 21/11 Time: 9:00am onwards

Roll No.	Signature	Roll No.	Signature	Roll No.	Signature
1	SM	34	Prudhvi	67	
2	Pooja	35	Prudhvi	68	
3	Shruti	36	Prudhvi	69	Prudhvi
4		37	CA	70	
5	Anu	38		71	Prudhvi
6		39		72	Prudhvi
7		40		73	Prudhvi
8	Prudhvi	41		74	Prudhvi
9		42	Prudhvi	75	
10	Prudhvi	43		76	Prudhvi
11	Prudhvi	44	Prudhvi	77	Prudhvi
12	Prudhvi	45		78	
13		46	Prudhvi	79	Prudhvi
14	Prudhvi	47		80	Prudhvi
15		48	Prudhvi	81	Prudhvi
16	Prudhvi	49	Prudhvi	82	Prudhvi
17		50	Prudhvi	83	
18	Prudhvi	51	Prudhvi	84	
19		52	Prudhvi	85	
20		53	Prudhvi	86	Prudhvi
21		54	Prudhvi	87	Prudhvi
22	Prudhvi	55		88	Prudhvi
23	Prudhvi	56		89	
24		57		90	Prudhvi
25	Prudhvi	58	Prudhvi	91	Prudhvi
26	Prudhvi	59	Prudhvi	92	Prudhvi
27		60	Prudhvi	93	
28	Prudhvi	61	Prudhvi	94	Prudhvi
29		62	Prudhvi	95	
30	Prudhvi	63	Prudhvi	96	
31	Prudhvi	64	Prudhvi	97	
32	Prudhvi	65	Prudhvi	98	
33		66		99	

Contd. ...

Attendance 1

Roll No.	Signature	Roll No.	Signature	Roll No.	Signature
100		117		134	
101		118		135	
102		119		136	
103		120		137	
104		121		138	
105		122		139	
106		123		140	
107		124		141	
108		125		142	
109		126		143	
110		127		144	
111		128		145	
112		129		146	
113		130		147	
114		131		148	
115		132		149	
116		133		150	

*[Handwritten Signature]*  
 Signature of the Teacher

Date : 8/2/17

## ii. Notice and Photograph

2018-19 RW1

# Attention!

This is to inform the FYBMM students  
that a subject expert/ a guest lecture has been organized  
by the BMM department on: (date, day) 1<sup>st</sup> Feb, 2019  
at 9:00am in (venue/ room no.) D2  
by Pawan Badhani on the topic  
Report writing : Effective Report Writing

Attendance is compulsory.

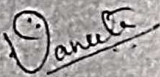
  
By order.

Figure 1 NOTICE



Figure 2 Pawan Badlani

*Vaneeta*

**Name: Dr. Vaneeta Raney**

**Department: Mass Media**

**Designation:**



*[Signature]*

**Principal (Stamp & Sign):**

Principal

**SIES College of Arts, Science & Commerce (Autonomous)**  
Mumbai (West) - 400 022.