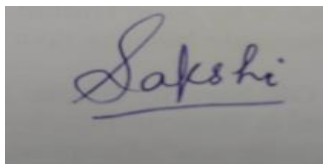




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दयानन्द आर्य कन्या महाविद्यालय
आर्य विद्या सभा द्वारा संचालित
(Regd. under Societies Act. XXI)
जरीपटका, नागपुर ४४००१४.



Brief Report

Brief Report of Project / Field/ Internship Work (1.3.3)

Name of the Project Undertaken	Office Management	
Academic Session	2023-24	
Organizing Department/ Committee	Department of Commerce	
Total Number of Students Participated in the Project	47	
Brief Report	<p>The Project entitled "Office Management" was undertaken by the Department of Commerce during the session of 2023-24 under the guidance of Internal Quality Assurance Cell of the Institution. Total 47</p> <p>Students participated in the project activity and successfully completed the project. The completion certificate has been given to the students. All students found it very interesting to learn through the experiential learning. They enjoyed the project work.</p>	
Criterion :1	Metric no-1.3.3	
Signature of Co-Ordinator	Signature & Stamp of IQAC Co-Ordinator	Signature of & Stamp of Principal
 Mrs Sakshi Bhagchandani	 -IQAC Coordinator (Dr Mugdha Deshpande)	 Officiating Principal Dayanand Arya Kanya Mahavidyalaya Jaripatka, Nagpur

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जरीपटका, नागपुर ४४००१४.



Students Information

S.N.	Name of Student	Program	Class
1	AASTHA DILIP DONGRE	B.Com	1 st Year
2	ANJALI DHARAMU SHAHU	B.Com	1 st Year
3	ASHLESHA BHOJRAJ SAKHRE	B.Com	1 st Year
4	DIKSHA RUKHAM SHAHU	B.Com	1 st Year
5	HARSHALI KUNDALIK DURGE	B.Com	1 st Year
6	JANVI SURESH MESHRAM	B.Com	1 st Year
7	JASLEENKAUR TEJBIRSINGH AHLUWALIA	B.Com	1 st Year
8	JIYA NAMDEO HEDAU	B.Com	1 st Year
9	KRUSHI SURESH KUMBHARE	B.Com	1 st Year
10	MEENAKSHI CHANDRASHEKHAR KATLAM	B.Com	1 st Year
11	MITHILA KAMLAKAR DENG	B.Com	1 st Year
12	MONIKA HARISH JHANGLANI	B.Com	1 st Year
13	NANDINI GAJANAN BOPULKAR	B.Com	1 st Year
14	NANDINI JAYESH SOMIYANI	B.Com	1 st Year
15	PALAK DILIP MENDHE	B.Com	1 st Year
16	PAYAL GANESH PATIL	B.Com	1 st Year
17	PRARTHNA RAKESH SHAHU	B.Com	1 st Year

18	RANI RAJU MOHALIYA	B.Com	1 st Year
19	RIYA SANJAY CHADGE	B.Com	1 st Year
20	SANJIWANI MUNSHILAL DARVEKAR	B.Com	1 st Year
21	SANYA ANIL KUKREJA	B.Com	1 st Year
22	SAVI GANESH PATIL	B.Com	1 st Year
23	SEJAL RAJU AWADHUT	B.Com	1 st Year
24	SHIMI RAJESH MISHRA	B.Com	1 st Year
25	SHIVANI SANTOSH CHAUDHARY	B.Com	1 st Year
26	SHREYA ARUN JAMBHULKAR	B.Com	1 st Year
27	SONAL SURESH UGHADE	B.Com	1 st Year
28	SONALI PRITAMLAL THAKRE	B.Com	1 st Year
29	SUHANI SURESH MULE	B.Com	1 st Year
30	SURBHI RAJKISHOR SHAHU	B.Com	1 st Year
31	SUSHMA ANIL TARBARE	B.Com	1 st Year
32	SWETA SUNIL NAGESHWAR	B.Com	1 st Year
33	TANIYA HARESHKUMAR RAWLANI	B.Com	1 st Year
34	TANVI GANESH PATIL	B.Com	1 st Year
35	TANZEELA KOUSAR MOHAMMAD JAVED RAZA	B.Com	1 st Year
36	AASTHA DILIP DONGRE	B.Com	1 st Year
37	ANJALI DHARAMU SHAHU	B.Com	1 st Year
38	ASHLESHA BHOJRAJ SAKHRE	B.Com	1 st Year
39	DIKSHA RUKHAM SHAHU	B.Com	1 st Year
40	HARSHALI KUNDALIK DURGE	B.Com	1 st Year
41	JANVI SURESH MESHRAM	B.Com	1 st Year
42	JASLEENKAUR TEJBIRSINGH AHLUWALIA	B.Com	1 st Year
43	JIYA NAMDEO HEDAU	B.Com	1 st Year
44	KRUSHI SURESH KUMBHARE	B.Com	1 st Year
45	MEENAKSHI CHANDRASHEKHAR KATLAM	B.Com	1 st Year
46	MITHILA KAMLAKAR DENG	B.Com	1 st Year
47	Manisha Sudhir Wahane	B.Com	1 st Year

Front Page of Project

Name :- Manisha Sudhir Wadhane

Class :- First year B.Com
Medium English

Assignment :- office Management

College :- Dayanand Ayya Kanya
Mahavidyalaya



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ARYA VIDYA SABHA'S



**DAYANAND ARYA KANYA
MAHAVIDYALAYA**

Jaripatka, Nagpur.

'Vocational Skill Course'

Organised By

Department of COMMERCE

CERTIFICATE

This is to certify that Ku. Manisha Sudhir Wahane

Student Of **B.COM** participated in " **VOCATIONAL SKILL
COURSE** " 2023 - 2024.

Co-Ordinator
Mrs Sakshi Bhagchandani
Dept. of Commerce
DAKM, Nagpur

Principal
Dr Chetna Pathak
DAKM, Nagpur

Project Copy

1) propose or letter inviting quotation
of Stationary Supplies to office.

to
Radha enterprises
nagpur, 440140
Date : 10-2-25

Subject : propose a letter for
quotation of Stationary Supplies
to office.

Dear Sir,

I am praful jadav office
in charge in Signhavi
Company we need some
stationary items for office
required in the office
work.

Sl	Item	no of
1	pen	12 bats
2	p	1 bats
3	jilet	3 bats
4	staplers	20 bats

nlas jeaide above mentioned
 item before Date 12/1/25
 to the below address & am no
 nagpur we too forward to
 writing your quotation

your faithful
 ✓ thank you
 xyz.