

Date: 20 April 2019

NOTICE

This is to inform all the students of school of Basic Sciences, that training session WritingEmails for the students of BSC Biotechnology and Microbiology 6<sup>th</sup> semester which will be Conducted by Mrs Poonam Nanda ,Shoolini University on 23-24April2019.

Timings: 09:00 A.M. – 01:00P.M., 2:15 P.M. – 5:15 P.M.

Venue: Ratan Tata Hall (RTH)



Director. SPRINT



Registrar  
Shoolini University of Biotechnology  
& Management Sciences  
Solun (H.P.)

**Session on Writing Emails for BSc  
Biotechnology and Microbiology 6th semester  
students conducted by Mrs. Poonam Nanda**

**List of students participated**

<b>Sn.</b>	<b>Name</b>	<b>Roll No.</b>
1	Himani sharma	1611301001
2	radhika Tyagi	1611301002
3	Rupali Bhardwaj	1611301003
4	Mousami Sharma	1611301005
5	Pawan Kumar	1611301006
6	Sucheta	1611301007
7	Nidhi Mahajan	1611301010
8	Vaishali Sharma	1611301011
9	Reshal Mehta	1611301012
10	Kanika Dhalu	1611301013
11	Amitesh Sharma	1611301015
12	Ritushree Sen	1611301018
13	Rishu Kumari	1611301019
14	Vishwajeet Sharma	1611301021
15	Kartik Mishra	1611301022
16	Nidhi Thakur	1611301023
17	Abhishek Rana	1611301025
18	Ashwani Kumar	1611301026
19	Shefali Sharma	1611301028
20	Sonia Bharti	1611301029
21	Apurva Jaiswal	1611301030
22	Divesh Mehta	1611301031
23	Archit Kondel	1611301032
24	Rohit Chandel	1614303035
25	Simranjeet Kaur	1631302002
26	Rashmi Thakur	1631302004
27	Rupali Chowdhary	1631302007

28	Aparna Sharma	1611302001
29	Priya Sharma	1611302002
30	Akanksha Sharma	1611302004
31	Anjali Thakur	1611302005
32	Richa Kumari	1611302006
33	Arushi	1611302007
34	Vimal Kumar	1611302008
35	Megha Sood	1611302009
36	Kapilesh	1611302010
37	Amar Chand	1611302012
38	Anupama Sharma	1611302013
39	Ajay Sharma	1611302014
40	Abhishek Kumar	1611302016
41	Ricky Raj	1611302017
42	Paras Bhardwaj	1611302018
43	Sonali Dania	1611302019
44	Sonali sharma	1611302020
45	Saurabh Thakur	1611302021
46	Priyanka Thakur	1611302022
47	Kritika Choudhary	1611302023
48	Chetna Dhiman	1611302024
49	Shweta Sharma	1611302025
50	Arti Barwal	1611302026
51	Kavita Chauhan	1611302027
52	Priya	1611302028
53	Ravinder Kaur	1611302029
54	Ishania Parmar	1611301017
55	Prashant Thakur	1634301004
56	Nishi Sanjay Kaka	1614303002
57	Yash Raj Rastogi	1614303003
58	Shoaba Akhtar	1614303004
59	Iffat Akhtar	1614303005
60	Shagufta Akhtar	1614303006
61	Anjali Kanwar	1614303007
62	Shobna Reshi	1614303008
63	Monika Mahajan	1614303009
64	Gaurav Thakur	1614303010

65	Nandini	1614303012
66	Chetan Duvedi	1614303013
67	Dhruv Puri	1614303014
68	Reetika Thakur	1614303015
69	Archita	1614303017
70	Sunidhi Dhadwal	1614303018
71	Vanshika	1614303019
72	Vipin Verma	1614303020
73	Aditya Vijay Shastri	1614303021
74	Lobzang Tandup	1614303022
75	Divyansh Gupta	1614303023
76	Divyanshi Bajpai	1614303024
77	Shilpa Adhaya	1614303025
78	Falguni Makhaik	1614303027
79	Vishali Rani	1614303028
80	Haryansh Thakur	1614303029
81	Vijay kumar	1614303030
82	Yashika Sood	1614303031
83	Shalu Kumari	1614303033
84	Anvesha Mishra	1614303036
85	Riya Sood	1614303037
86	Chetan Sharma	1614303039
87	Tanvi Chaudhary	1614303040
88	Anshika Thakur	1614303041
89	Rishab Sood	1614303042
90	Bushra Anwar	1614303043
91	Barun Nath	1614303047
92	Divyansh Sharma	1614303048
93	Anshika	1614303049
94	Shivani Kaushal	1614303051
95	Akshita Sharma	1614303053
96	Nikhita	1614303054
97	Atul	1614303058

  
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### **‘SESSION ON WRITING EMAILS’**

A session on Writing Emails for BSc Biotechnology and Microbiology 6th semester students was conducted by Mrs. Poonam Nanda on 23<sup>rd</sup> April 2019. The session was very informative as she gave her valuable tips on how to write notices, letter writing and many more. She explained the correct format of writing an e-mail. She spoke about the do's and don'ts we need to follow while writing a professional mail. The workshop ended with students writing and practicing emails based on the situations given to them.

