

Date: 14 April 2019

NOTICE

This is to inform all the students of school of Business Management, that training session WritingEmails for the students of UG FMSLA 6th semester which will be Conducted by Mrs Poonam Nanda ,Shoolini University on 17- 19April2019.

Timings: 09:15 A.M. – 12:15P.M., 2:15 P.M. – 5:15 P.M.

Venue: Ratan Tata Hall (RTH)



Director, SPRINT



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

**Session on Writing Emails for UG FMSLA 6th semester
students conducted by Mrs. Poonam Nanda**

List of students participated

Sn.	Name	Roll No.
1	Rishi Dev	1671305001
2	Aman Aggarwal	1671305002
3	Illa Mittal	1671305003
4	Kanika Bhola	1671305004
5	Vaishali Thakur	1671305005
6	Nikita Thakur	1671305006
7	Deepali Jaiswal	1671305007
8	Jai Prakash Negi	1671305008
9	Komal Bawa	1671305009
10	Priya Thakur	1671305010
11	Sachin Thakur	1671305012
12	Kunal Ambesn	1671305013
13	Rithvik Puri	1671305017
14	Rajani	1671305018
15	Akhil Sharma	1671305019
16	Avinash Thakur	1671305020
17	Chhavi Grover	1671305021
18	Arindam Sood	1671305023
19	Bullet	1671305024
20	Prateek Sharma	1671305025
21	Sejal Verma	1671305026
22	Akif Siddiqui	1671305027
23	Yaditya Chauhan	1671305028
24	Rahul Verma	1671305029
25	Priyanka Mehta	1671305030

26	Vaishali	1671305031
27	Reedhima Vasisth	1671305032
28	Shalu Kaundal	1671305033
29	Preeti Negi	1671305034
30	Disha Battoo	1671305035
31	Mukul Verma	1671305036
32	Akshita Minhas	1671305037
33	Sonika Thakur	1671305038
34	Sangeeta Singh	1671305039
35	Priyanka Chandel	1671305040
36	Upasna Joshi	1671305041
37	Rajat Bhardwaj	1671305042
38	Sarang Sharma	1671305043
39	Varun Walia	1671305044
40	Venus Ranta	1671305045
41	Harish	1671305046
42	Trishna Devi	1671305047
43	Chetan Sharma	1671305048
44	Manish Chauhan	1671305050
45	Pomesh Sharma	1671305051
46	Kiran	1671305052
47	Rajan	1671305053
48	Harshit Rathore	1671305054
49	Monika Singh	1671305055
50	Vikrant Thakur	1671301001
51	Sugandhi Ranote	1671301002
52	Nitish Kant Kashiv	1671301003
53	Apurav Pandit	1671301004
54	Aman	1671301005
55	Deepti	1671301006
56	Sourav Banerjee	1671301008
57	Gaurav Sharma	1671301009
58	Gaurav Banal	1671301010
59	Kritika Khurana	1671301011

60	Rajat	1671301012
61	Aman Chaudghary	1671301013
62	Bhushan Kumar	1671301015
63	Adnan Rehman	1671301016
64	Baljeet Singh Negi	1671301017
65	Saurav Pal	1671301018
66	Rohan Sharma	1671301019
67	Aman Kumar	1671301020
68	Khyati Sharma	1671302001
69	Tamanna Daroch	1671302002
70	Shaina chauhan	1671302003
71	Ankit Khatana	1671302004
72	Bandna Kumari	1671302007
73	Aman Kumar	1671304001
74	Vaishnavi Sood	1671304003
75	Hardika Sharma	1671304004
76	Komal Kashyap	1671304006
77	Prerna Verma	1671303001
78	Himani sharma	1611301001
79	Radhika Tyagi	1611301002



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‘SESSION ON WRITING EMAILS’

A Session on Writing Emails for UG FMSLA 6th semester students was conducted by Mrs. Poonam Nanda on 17th April 2019. The session was very informative as she gave her valuable tips on how to write notices, letter writing and many more. A considerable amount of time was also spent on explaining the correct way of writing an e-mail. She explained the correct format for writing an email. The session concluded with students writing emails based on the situations given to them.

