

Date: 04.09.2025

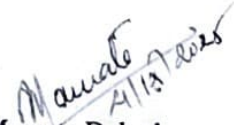
Office Note: Submitted to the Hon'ble Director

Sir, you are aware that for every new batch of MBA, we conduct eight days of induction program in two schedules and two guest speakers, so, its humble request to you sir to kindly accord administrative approval to the following:

1. Permission to organize eight days' induction program for MBA batch 40 from 8th September To 13th September 2025 from 10.00 am To 03.00 pm in auditorium, excluding lunch break between 12 to 1 pm.
2. Permission to pay Rs. 10,000/- plus Travel fare (approximately Rs. 4000/-) To Mr. Jai Prakash Kabra, Thane for taking a key session on inauguration of induction.
3. Permission to pay Rs. 2500 in cash along with button bouquet and a Parker ball-pen of Rs. 300 each to all the guest speakers decided by Dean and MBA Coordinator, post your approval.
4. Permission to serve a tea to attendees every day, numbers may vary and on last day teas with one vada pav to the students.



Puneet Sharma
T&P Officer



Dr. Mamata Dahad
Dean, School of Management Studies



Dr. Parag Narkhede
Coordinator, MBA



Prof. Dr. B. V. Pawar
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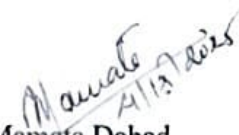
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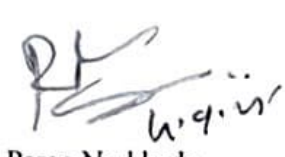
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