



AN INTERSHIP REPORT ON  
**"E-RECORD MANAGEMENT IN AN ORGANISATION"**

SUBMITTED TO  
St. Mira's College for Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)

UNDER THE GUIDANCE OF  
ASST. PROF. ABHRADITA CHATTERJEE NAHVI

FOR THE PARTIAL FULFILLMENT OF  
BACHELOR OF BUSINESS ADMINISTRATION  
(T.Y.B.B.A 2023-2024) SEMESTER - VI

BY:  
SIDDHI KHESE (22121/ B211067)

Subject code – BB6206C



**SADHU VASWANI MISSION'S**  
**St. Mira's College for Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Reaccredited by NAAC-A Grade, cycle 3**  
**6, Koregaon Road, Pune-411001. [INDIA]**

**CERTIFICATE**

This is to certify that Ms. Siddhi Khese (Roll No. 22121/ Seat No. B211067) has successfully completed project titled "A study on importance of record management in an organisation" in Human Resource Specialisation. The same constitutes a part of the T.Y.B.B.A curriculum for the academic year 2023-24.

13/04/2024

Project Guide

(Mrs. Abhradita C. Nahvi)

1105

External Examiner

(Dr. Sandeep Rathod)

Jayak

Principal Incharge

(Dr. Jaya Rajagopalan)

Khese.

Student Sign

(Ms. Siddhi Khese)

