



**BLUEBOX**  
EVENT DESIGNS AND  
CONSTRUCTIONS

*Internship workshop*

Date : 20-OCT-2023

To The HOD of BBA Department  
Vivekananda College,  
Kolhapur.



Reference : Discussions our Aditya Desai had with your Dr. R. R. Patil.

Subject : Volunteering opportunity at our event

Dear sir,

As you may be aware we are managing a professional medical Conference event MOSCON 2023 at Hotel Sayaji from the 27th to 29th of October 2023.

We need volunteers who will help us manage various aspects of this event. We believe that this could be a good learning opportunity for your students in various streams.

As our volunteers your students will get hands on exposure to a lot of technical, administrative and operational processes happening in large format Professional conferences. They will be provided with experience certificate to that effect.

We will also be providing breakfast lunch and dinner to the volunteers as relevant. The general safety and security of all the volunteers will be our responsibility.

Please provide us with a list of students who wish to avail of this opportunity.

For any queries or more information, please call Aditi Desai on 8806660134 or the undersigned on 9823096818

With regards  
Yours sincerely

Shivprasad Patil  
Bluebox Event Designs And Constructions,  
Kolhapur.

kolhapur :  
Office No. Wb-102, Silver Glades Apartment, Laxmi Narayan  
Nagar, Near Lishan Hotel, Kolhapur - 416005,  
Cell : 9823096818 email : operations@blueboxnetwork.pro

pune :  
Bungalow No. 18, Vintage Vista, Laxmi Colony, Opp. Kumar Meadows,  
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I hereby provide my consent to my son / daughter / ward participating as a volunteer at the above event as per terms and details mentioned above. We assure you that he will do the volunteer ship with due diligence care and dedication.

It is understood that Bluebox Event Designs And Constructions will be responsible for his general safety and security.

Signatures

Student Name

*Yash vday more*

Signatures

Parents / Gardian

Name *vday B. more*

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Signatures

*Sourabh*

Student Name

*Sourabh Bhagwan Chougale.*

Signatures

*Bhagwan*

Parents / Gardian  
Name

*Bhagwan Chougale.*

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*Abdulla*  
Signatures

*Kamboli*  
Signatures

Student Name

ABDULLA TAMBOLI

Parents / ~~Guardian~~  
Name

KHALIL RAZZAK TAMBOLI

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Signatures

Vivek Vinod Mane  
Student Name

Signatures

Vinod Mane  
Parents / Gardian  
Name

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*S. Telvekar*

Signatures

*H. Telvekar*

Signatures

Student Name

Swayam Harish Telvekar

Parents / Gardian

Name Harish Telvekar

kolhapur :

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Signatures

Signatures

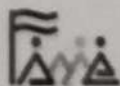
**Atharv Sambhaji Sutar**  
Student Name

**Kanchan Sambhaji Sutar**  
Parents / Gardian  
Name

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Signatures

Signatures

Student Name

Shraavan Sochin Kurde

Parents / Gardian

Name Sachin Ashok Kurde

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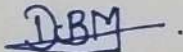




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Signatures

  
Signatures

Student Name  
Daeshan Balaso Mangave.

Parents / Gardian  
Name Balaso Bhupal Mangave.

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*Parab*  
Signatures

*A. Parab*  
Signatures

*Vishal Ajit Parab*  
Student Name

*Ajit Mohan Parab*  
Parents / Gardian  
Name

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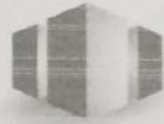
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Signatures

Signatures

Student Name

Apeksha Sushil Jivaraskar.

Parents / Gardian  
Name

Sushil Ravikant Jivaraskar

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S.A. Dukande  
Signatures

A.A. Dukande  
Signatures

Shravani Atul Dukande  
Student Name

Anuradha Atul Dukande  
Parents / Gardian  
Name

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*Rtil*

Signatures

*Atul Patil*

Signatures

*Riya Atul Patil*  
Student Name

*Atul Patil*  
Parents / Gardian  
Name

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*Raikaar*

Signatures

*Dinesh S. Raikaar*

Signatures

*Praayal. D. Raikaar*

Student Name

*Dinesh. S. Raikaar*

Parents / Gardian  
Name

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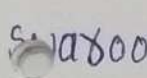


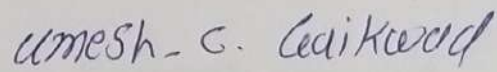
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Signatures

  
Signatures

 P. Umesh Gaikwad  
Student Name

  
Parents / Gardian  
Name

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Signatures

Signatures

Vaishnavi Gaurud  
Student Name

Mahesh Gaurud.  
Parents / Gardian  
Name

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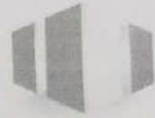


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Signatures

*Solanki*

Student Name

*Sonali Amritlal Solanki*

Signatures

*A. A. Solanki,*

Parents / Gardian  
Name

*Anjana . A. Solanki*

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Signatures

Signatures

Student Name **Apeksha suraj halade**

Parents / Gardian  
Name

**Suraj . k. Halade .**

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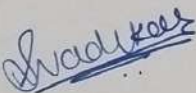


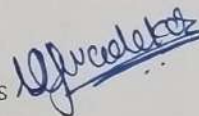
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Signatures 

Student Name Samruddhi Uttam Wadekar Parents / Gardian Name Uttam. Y. Wadekar

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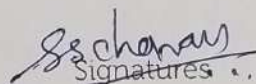
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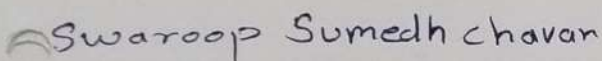


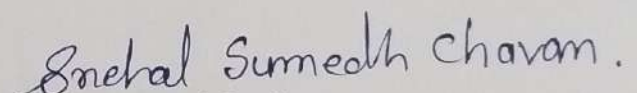
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Student Name

  
Parents / Gardian  
Name

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## MOSCON 2023 - An Extravagant Experience !

### "BLUEBOX"

Atharv Sutar  
BBA Intern,  
Vivekanand Collage,  
30<sup>th</sup> October 2023

The great Maharashtra Ophthalmological Society Conference (MOSCON) 2023 ended with a big blast, many memories and photographs and also an extravagant and exploratory experience for me. Ophthalmology is a crucial field in healthcare, focusing on eye care and visual health. This report highlights my role as a management intern in the conference.

As I was assigned to the Assistant of Basant Hall Management head. On the first day I got to experience various aspects of management, like how to manage the Technical team, co-ordinate team & the staff of Sayaji hotel. My work was in hall is sign taking sign in sheet of doctors who presenting their research or experience how to organized punctual, disciplinary & polite at the same time.

All the higher ups and our co-or

hall Victoria which was advanced for us.

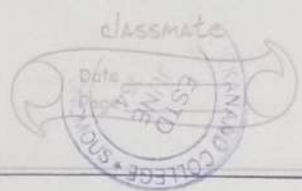
Date \_\_\_\_\_

ordinators were highly co-operative, supporting & took every effort to teach us new thing and make our progress in every aspects, for me, this being my first experience of internship was really progressive experience.

I would like to thank our head of department Mrs, Revati Patil mam, to bringing such great opportunity towards us, I would also like to thank to team BLUEBOX & Mr. Aditya Desai for selecting & preparing us.

Thank you





## Report of Internship

31<sup>st</sup> October 2023

Vivek Mane

B.B.A. F.Y.

Subject : Volunteership in Bluebox Event Design and construction.

I am Thankful for giving me opportunity at MOSCON 2023. This 3 working days taught me many more things like management, recruitment, Technical work, etc.

This internship was regarding management of the event. I worked under technical team for registration counter. In this Department we had to give identity cards to the respective faculty doctors later I also worked for the doctors who had difficulty in knowing their registration no. by searching their names in Excel sheets.

I enjoyed and gained so much experience at the event & I hope this experience helps me alot in the future & I will try to apply this experience in practical life. So I Thank to Aditya Desai sir, Revati Patil ~~Mam~~ Mam, & att blue box company.

by the quick arrangement of the wall between hall Victoria which was advanced for us.

## BLUEBOX

Arya Maniyar.  
B.B.A Intern,  
Vivekanand college,  
30<sup>th</sup> October 2023.

The great Maharashtra Ophthalmological Society conference [MOSCON] 2023 ended with a big blast, great memories & lack of experience for us. Ophthalmology is a crucial field in healthcare, focusing on eye care & visual health. This report highlights my role as an management intern in the conference.

Event management in the field of ophthalmology requires meticulous planning, attention to detail, & a deep understanding of the unique need of both medical professionals & patients. I was assigned to the registration desk on the first day. I got to experience of various aspects of management as how to talk to people without offending them how to manage the crowd.

All the senior co-ordinators were highly co-operative, supporting & took every effort to teach us new thing & make our progress. in each & every aspect.

This was my first intership &

by the quick arrangement of the wall between ball Victoria which was advanced for us.



MOSCON 2023 - organised by Bluebox Event Designs and Construction.

31<sup>st</sup> October 2023,  
Vaishnavi Garud,  
BBA-F.Y.(9522)  
Vivekanand College,  
Kolhapur.



MOSCON 2023, the annual Ophthalmologist Conference, took place from 27<sup>th</sup> of October to 29<sup>th</sup> of October at Sayaji Hotel, Kolhapur. Bluebox Company, a leading provider in event management, had a prominent presence at this event. My role as an intern was to assist in the management of BlueBox's activities at the conference.

Being the student of B.Voc in Animations at Vivekanand College, Mr. Aditya Desai Sir referred our B.B.A. Department selective students under the guidance of Mrs. Revati Patil Madam (H.O.D - B.B.A. Department) for this auspicious event.

On 26<sup>th</sup> of October, we were given the training necessary for the event, also the information regarding our work. We were given a detailed demonstration and outline of event with a tour of the venue. We got to witness all the management and framework of the event in extreme detail. We also got to learn how a venue can be adjusted and readjusted quickly by the quick arrangement of the wall between ball Victoria which was advanced for us.



On first day of the event, I was assigned at registration counter for the distribution of delegate number identity cards of 1600 doctors which were divided among us by group of 150 people. We were expected to give general information and directions to the doctors. We experienced a lot of rush and learned to deal with it. We had to deal with many impatient person and also misplacements of identity cards but also learned how to deal with such miscalculations smoothly. I also learned how impatient people are when taking signatures for their own presence, and how easily they can get offended or irritated and how I had to be complete opposite of this to deal with them by being calm and collected.

On second day, as the registered identities were almost distributed I was assigned for Kit Distribution at Trade Area. There we also faced many problems like other people who were not the owner of cards started to ask for bags, also as the pre-registered member upto certain amount only had access to the Kit Bag, we faced dilemma when people after that certain number would ask for the bags. But we learned to be polite and how to answer or guide people without offending or upsetting them. I personally also received some negative feedback but I didn't react to it on my own and dealt with them by patience. Because in such a big event some miscalculations may happen but at the end we witnessed a good end result.



On the last day of the conference, I learned a lot by, because I understood that the management doesn't end with the event. There are so many things to be mended and taken care of. I was assigned to call the people who did not give proper details in their form while that I faced the major problem of doctors not picking up phone. I had to be persistent to many doctors for the information but calm at same time. I also learned importance of teamwork thro and co-ordination through this.

Participating in MOSCON 2023 as an intern with Team BlueBox was an enriching experience. It provided me with practical insights into event management industry. I am really very grateful to Mrs. Revati Patil Madam and Mr. Aditya Desai Sir for this opportunity and believe that my contributions have added value to BlueBox's presence at the conference.

Thankyou for entrusting me with this role. I look forward to applying the knowledge and skills I've gained in my future endeavors and hope to work again with Team BlueBox.



# INTERNSHIP AT BLUEBOX EVENT DESIGN AND CONSTRUCTION REPORT

31st. Oct, 2023.  
APEKSHA HALADE  
BBA - II

This report outlines my experience and responsibility during my internship for 'MOSCON 2023' held at Sayaji which was undertaken and managed by an event management company 'BLUEBOX EVENT DESIGN AND CONSTRUCTION.'

I undertook this internship opportunity under the guidance of Aditya Desai Sir and Bluebox company. Also I am grateful for the constant support from HOD of BBA department, Vivekanand College, Dr. R.R. PATIL madam.

The event was of 3 days; 27, 28 and 29<sup>th</sup> of October. I had gotten the opportunity to work at SSTC section with the highly skilled doctors (ophthalmologist) for 2 days. i.e. on 27<sup>th</sup> and 28<sup>th</sup> of October. At SSTC the skilled doctors were taking the live surgery sessions on a goat eye for the registered candidates.

Here at SSTC, I was supposed to look after the certification of candidates, taking spot registration and look after the registered candidates.

On 27<sup>th</sup> October, I looked after the certification of the candidates and also was asked to look after the registered candidates if they are present for their sessions at a given time slot.

On 28<sup>th</sup>, I was at the registration counter of SSTC where I looked after the open registration of the candidates and also see if the registered candidates are present



for their particular sessions.

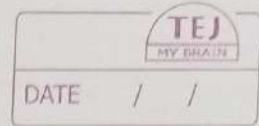
But we have also faced a problem at the registration. Problems like one of the session got cancelled, the timings weren't matching as per the given timings, timing to the candidates, allotting the slots to the registered candidates as there were many and absence of faculty members for the sessions.

But with Dr. Nidhi Bhosale, we both were able to manage the problem and sorted the things properly. Though it did take a lot of time to get sorted but were able to manage it without discouraging any of the candidates.

On the last day i.e. on 29<sup>th</sup>, I was at the main registration counter. There was nothing much to do on this day as it was the last day of the event and all the work was almost done by that day, so I looked after any help needed at the registration counter.

In conclusion volunteering at SSTC was valuable experience as I got the opportunity to interact with a diverse group of participants and contribute to the smooth operation of the overall event. This internship was both a learning opportunity and a chance to provide essential support to event participants.





## REPORT

### INTERSHIP IN BLUEBOX EVENT DESIGNS AND CONSTRUCTION

I undertook this internship opportunity and completed it under the guidance of Aditya Desai sir and the Blue box company. Bluebox company is an Event management company which undertakes only large scale events such as MOSCON 2023.

#### Introduction:

I had the privilege of volunteering for two days at Blue lotus and one day at main registration counter where I was responsible for managing the registration counter and certificate distribution. This report provides an overview of my experiences and contributions during this time.

#### Day 1 : Registration counter:

On this first day, I was assigned to the registration counter. My responsibilities included welcoming participants, helping them to complete the registration process and providing event information. It was a busy day with a steady stream of attendees. I learned the importance of efficient and friendly customer services.

#### Day 2 : Certificate distribution.

The second day was focused on certificate distribution for event participants. I worked alongside a team to organize and distribute certificates. This role required attention to detail to ensure that each participant received the appropriate certificate. It was satisfying to see the smiles of accomplishment on their faces.



DATE / /

Day 3: continuation of Registration at main counter.

The final day saw a continuation of registration. By this day, I had gained a better understanding of the event's dynamics and was able to assist participants more smoothly. It was a day of mixed emotions as participants were completing their experiences at Blue Lotus but the overall atmosphere was one of success and satisfaction.

Overall Impact:

Volunteering at Blue Lotus was a valuable experience. I had the opportunity to interact with a diverse group of participants and contribute to the smooth operation of the event. It was fulfilling to play a role in ensuring that participants received their certificates promptly.

Also, I would like to appreciate HOD Ma'am Dr. R. R. Patil Ma'am for believing in me and giving me this opportunity.

In conclusion, my three-day volunteering experience at Sayaji managing the registration counter and certificate distribution was both a learning opportunity and a chance to provide essential support to event participants. I gained valuable skills in customer services and event management while contributing to the overall success of the event. I am grateful for this experience and the chance to be a part of SAYAJI...

Name: Swaroop, S. Chavan  
BBA F-Y

classmate

Date

Page

## REPORT

### Internship in Blue box event designs & construction

#### Introductions:

I had the privilege of volunteering for three days at sayaji where my primary was to call doctors for their scheduled sessions and provide them with information about their respective sessions. These report outlines my experiences and contributions during this time.

#### Day 1: Preparation and outreach

On the first day, I engaged in preparations & initial outreach. I received a list of doctors with scheduled sessions and contact details. My responsibilities involves contracting each doctor introducing myself as a representative of Blue lotus and informing them about the details of their assigned sessions. This included sessions topics times and any specific requirements.

#### Day 2: Session confirmation & information.

The second day was dedicated to confirming the doctors availability for their session and providing them with additional information. I contacted each doctor to reconfirm their participations and answer any questions or

should be useful for my future job and I'm thankful to sir and maam to gave



Concerns they had. It was important to ensure that all participants were well-informed & prepared for their sessions.

### Day 3: Registration Counter

The final day saw registration and certificate distribution. By this day, I had gained a better understanding of the event's dynamics and was able to assist participants more smoothly. It was a day of mixed emotions as participants were completing their experience at Sayaji.

### Overall Impact:

Volunteering in this role allowed me to contribute to the seamless organization of sessions at Blue Lotus. By effectively communicating with the doctors, I helped ensure their active participations and readiness for their respective sessions. This contributed to the overall success of the event.

### Conclusion:

In conclusion, my three-day volunteering experience at Sayaji, focused on calling doctors for their sessions and providing session information, was both productive and engaging. It was essential in ensuring the doctors' involvements in their event.

We all were attend the event in Sayaji hotel and it is about various kinds of doctor like eye specialist and the doctor were took Seminar and in that Seminar they give important information about their own field which were useful for our social health this event was on 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup> of October. our whole team attend event with full discipline and accountability.

our HOD Revati Patil maam and Aditya Desai Sir gave us information about this event and they were help us to how all the event should have to manage with team spirit this event managed by blue box Company. and gave us opportunity to participate in it. and this was my first experience which I was enjoying and also learned so many things.

I was happily working in that event and for that I like to share my personal opinion on this event. I was managing the Counter part and providing persons ID to Sir. I'm very carefully and accountably done my task and from the work I got better experience of the whole event. I can understood that how to manage the whole event. I can understood that how to associate with other and how co-operate with our whole team. I was happily enjoying this event and my allotted work. I thought that this good experience of event should be useful for my future job. and I'm thankful to Sir and maam to gave



Wed

Date: 1/11/23

Page No.: 01

Name:- Appeksha Sushil Jivaraskar

Roll no.:- 9534

## Internship Program Report

### \* Volunteers Report \*

- Introduction:- Volunteership helps us in improving management skills and experiencing live the field work of event management. I am so grateful that I got the chance to work in event as volunteer. And thankful to Bluebox Event Designs and Construction for giving me the opportunity. This company is one of the biggest company in Maharashtra who arrange events in global scope.

I came to know about the event in my college "Vivekanand College, Kolhapur" where I am studying in BBA First Year. The representative from Company Aditya Desai Sir came to offer us for internship program for 43<sup>rd</sup> Annual Conference of the Maharashtra Ophthalmological Society at Hotel Sayaji, Kolhapur. MOSON was arranged on 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> Oct 2023. It was an amazing event organised for all the ophthalmologist by Bluebox Event Designs and Construction, is one of the biggest event I have ever seen.

session to remind and told them to attend session in hall Dwaraka. Session Perimetry done was on Friday 28<sup>th</sup> Oct and session IDO, OCT,



Day 1: On day first I reached at 7am at venue as per the report timing told. The work provided us there was an amazing management experience of technical work and field work. I was appointed to a Meeting room named as 'Mithila' for TSTC (Technology Skills Transfer Course) Session. I was assigned with work for provided information about sessions to respective doctors, keep record and to carry out proper coordination between delegates and Faculties. This was the working experience on day.

Day 2: On day second the same work was done by us. The second was last day of sessions. Communication was an key aspect of our work for smooth running of sessions.

Day 3: On day third, I was appointed at Hall A known as 'Vitoria' where the Conference of Ophthalmologist was held. The work there was requirement of things their and communicate if anything needed.



- Conclusion :- I am pleased working with Bluebox Event designs and Construction and had an amazing experience of learning about field work for and such a big event.

I am thankful to my HOD of Department Prof. R. R. Patil mam for her support and supervision. The guidance by HOD Mam and opportunity by Bluebox Event Company helped me for my career.

Shravani Atul Dukande

Roll no. 9518

BBA - 1<sup>st</sup> year

Vivekanand College, Kolhapur.

Hotel Sayaji, Kolhapur

1<sup>st</sup> Nov. 2023

Bluebox Event Designs and Construction.

I am writing to provide a comprehensive report on my internship experience at Bluebox Event Designs and construction in field of Event management.

This internship took place from 27<sup>th</sup> Oct to 29<sup>th</sup> Oct, 2023 and I am grateful for the valuable opportunity to learn and contribute to your dynamic team.

Thanks to college, HOD Dr. R.R. Patil Mam from department of BBA. She informed me about this internship and she supported this internship. It was completed because of her. The main thing is company representative Aditya Desai Sir, he selected students for Volunter and I got selected. He is very supportive.

Event was MOSCON 2023 at Kolhapur with theme Ophthalmology. They gave duty to everyone on the 1<sup>st</sup> day.

Day 1<sup>st</sup> and 2<sup>nd</sup> [27<sup>th</sup> Oct and 28<sup>th</sup> Oct, 2023]

My duty is assigned to DSTC section. There was work that call the doctor for there session to remind and told them to attend session in hall Dwaraka. Session Perimery done was on Friday 28<sup>th</sup> Oct and session IDO, OCT,



Topography, gonioscopy, Biometry at Saturday during 9 to 5. We were coordinating with Dr. Arati mam and Dr. Anant Bhasale sir. They were coordinative and supportive.

Day 3<sup>rd</sup> (Sunday, 29<sup>th</sup> Oct, 2023)

We was in Hall 'F' the conference hall. There was work like supervised the session, arranged, help them if their need.

All over experience was best. All the seniors were very good. There are no suggestion because of the event was very cool and smooth functioned due to everyone's supportive nature.



Swayam Telvekar

Roll no. 9610 BBA - 1<sup>st</sup> Year.

Vivekanand College, Kolhapur

Place - Hotel Sayaji, Kolhapur

Date - 1<sup>st</sup> Nov, 2023

Reported by - Swayam Telvekar

Reported to - Bluebox Event Designs and  
Constructions.

I am writing to provide a details reports on my internship experience with Bluebox Event Designs and constructions during the period of 27<sup>th</sup> Oct, 2023 to 29<sup>th</sup> Oct, 2023. This report aim to outline my responsibilities, the skills I have developed, and the Contribution I have made during my internship. The company's reputation for delivering high-quality events and delivering portfolio of clients made it an ideal place for me to learn and grow.

This internship information get from department HOD ~~Dr.~~ R.R. Patil mam. Thanks to her that she gave us such an amazing opportunity with help of Bluebox Event Design and construction representative Aditya Desai Sir. He was select the student for internship. Both are very supportive.

Event was MOSCON 2023 at Kolhapur with theme Ophthalmology. In Event All the Eye-Specialist doctor ~~are~~ <sup>was</sup> there.



Day 1st and 2nd

My duty is assigned to DSTC Section. There was work that call them for remind session and to attend that session in hall Dwaraka. Session during 9 to 5 on Friday and Saturday. We were co-ordinating with Dr. Anati mam and Dr. Anant Bhosale sir.

Day 3rd

We was in Hall 'F' the conference hall. There was work like attend conference and help them if they need.

All the arrangement were good. With every one's help and support programme was run smoothly. Thank you for gave an amazing opportunity to us.



# Report of internship in management

31<sup>st</sup> Oct, 2023

Himani Doshi

BBA - FY - 9516

## Internship in Bluebox Event Designs and Constructions.

I undertook this internship opportunity and completed it under the guidance of Aditya Desai Sir and the Bluebox company. Bluebox company is an Event Management company, which undertakes only large scale events such as MOSCON 2023.

I was selected for the internship which included many managerial tasks. I was allotted to work in the technical team, at the registration counter for spot registration for the first and second day. At the last day I was appointed at the kit distributing counter. I also handled various other tasks as they occurred.

As an intern in the management department of the event MOSCON 2023, I had to meet doctors (ophthalmologist) everyday (3 days) and solve their problems regarding any inconvenience they have been facing, mostly regarding registration numbers, QR codes, identity cards, and kits. I helped in generating the QR codes of the doctors who faced issues due to some technical errors. As I worked under the kit distribution department, I acknowledged the problems the doctors were facing and searched a solution and worked accordingly.



# Report of internship in Management

31<sup>st</sup> oct 2023  
Rushikesh Bhat  
B.B.A-FY [95047]

Moscon 2023, the annual ophthalmologist conference, took place from 25<sup>th</sup> of October to 29<sup>th</sup> of October at Saijaji Hotel, Kalhapur. Being the student of B. Voc in Animations at Vivekanand College, Mr. Aditya Desai sir referred our B.B.A Department selective students under the guidance of Mrs. Revati Patil Madam [H.O.D - B.B.A. Department] for this auspicious event.

This internship was regarding management of the event. I worked under technical team for Registration counter. In this Department we had to give identity cards to the respective faculty Doctors. Later, I also worked for the doctors who had difficulty in knowing their registration nos. by searching their names and phone numbers in Excel sheets.

Participating in Moscon 2023 as an intern with Team BlueBox was an enriching experience. It provided me with practical insights into event management industry. I am really very grateful to Mrs. Revati Patil Madam and Mr. Aditya Desai sir for this opportunity and believe that my contributions have added value to BlueBox presence at the conference.