



# PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Kurukshetra University, Kurukshetra)

## DEPARTMENT OF APPLIED SCIENCES & HUMANITIES

Ref. No. P.I.E.T./ASH/LC/2019/03

Date: 07.08.2019

### NOTICE

#### “Illuminate Your Path to Academic Excellence through Report Writing”

It is hereby informed that the department is going to organize a session on improving your report writing abilities. Whether you're polishing your academic writing skills or preparing for your next research paper, this program guarantees to bring you insightful knowledge and useful advice. In this session you will learn how to properly format reports, enhance coherence and clarity, and elevate your academic writing in an interactive way.

The session will be held on 14/08/2019 in B-206 from 10:00 AM onwards.

The interested students can contact the coordinator.

Sr no.	Name	Department	Designation	Contact No.
1	Ms. Nagma	ASH	Coordinator	9896661729

  
Dr. Vinay Khatri

Head of the Department

Applied Sciences and Humanities,

PIET

Panipat Institute of Engineering & Technology  
Gattikaivana, Sahasra (Panipat)

Cc:

All notice boards



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## REPORT

- **Title of the Event:** Session on “Illuminate your Path to Academic Excellence through Report Writing”
- **Event date:** 14/08/2019
- **Time:** 10:00 a.m. onwards
- **Venue:** B-206, B Block
- **Mode:** Offline
- **Resource Person:** Dr. Nisha, Assistant Professor, ASH (7206718009)
- **Name of the coordinator:** Ms. Nagma, AP, ASH
- **Total no. of attendees in the event:** 19

On August 14, 2019, the department of Applied Sciences and Humanities hosted a session on **Illuminate your Path to Academic Excellence through Report Writing**. **Dr. Nisha** conducted the session as a resource person and gave an insightful view on the pivotal role of report writing in achieving academic excellence. The session started with the invocation to the goddess by lamp lighting ceremony and a formal welcome address was presented by the coordinator **Ms. Nagma**. The session was designed to equip college students with the necessary skills and knowledge to produce effective and impactful reports. Ms. Nagma emphasized the significance of clearly defining the purpose of a report before commencing. She explained how identifying the target audience and the desired outcome helps in structuring the report effectively.

The session focused on the importance of concise and clear writing. Ms. Nagma emphasized the use of appropriate language, grammar, and punctuation to enhance readability. She also discussed the significance of maintaining objectivity and avoiding personal opinions in report writing. The session focused on the importance of concise and clear writing. Ms. Nagma emphasized the use of appropriate language, grammar, and punctuation to enhance readability. She also discussed the significance of maintaining objectivity and avoiding personal opinions in report writing.

The session incorporated interactive elements to enhance student engagement. Ms. Nagma encouraged students to ask questions and participate in group discussions. A brief report-writing exercise was conducted to provide hands-on experience. The session concluded with a discussion on report evaluation criteria. Ms. Nagma outlined the key elements that evaluators consider, such as content, structure, writing style, and presentation. At the culmination, **Dr. Nisha** was felicitated, and a vote of thanks was presented to her for conducting a successful and lucrative session on report writing by **(Prof.) Dr. Vinay Khatri**, Head of the Department.



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**Name of the Event: Illuminate your Path to Academic Excellence through  
Report Writing**

## LIST OF PARTICIPANTS

SR. NO.	Name of the Participant	ROLL NO	SIGNATURE
1	PRASHANT KUMAR	2819663	Prashant
2	KARTIK AHLAWAT	2819477	Kartik
3	NITESH	2819480	Nitesh
4	SDHANDSHU KAUSHIK	2819481	SDhandshu
5	CHIRAG	2819485	Chirag
6	YAJUR VED	2819095	Yajur
7	GAURAV	2819096	Gaurav
8	DHRUV	2819099	Dhruv
9	ESHAN SHARMA	2819104	Eshan
10	NITIN PASRICHA	2819108	Nitin
11	MONU BAJPAYEE	2819657	Monu
12	REETIKRAJ YADAV	2819658	Reetkraj
13	KOSHIK SAGOTRA	2819659	Koshik
14	MOHIT KUMAR	2819661	Mohit
15	ROHIT	2819196	Rohit
16	ARYAN GOSWAMI	2819203	Aryan
17	DEEPANSHU JAIN	2819211	Deepanshu
18	RISHI KUMAR	2819213	Rishi
19	DEV	2819219	Dev

Event Coordinator

Nayma  
14/08/19



Pic: Participants attending the session on Report Writing