



# PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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

## DEPARTMENT OF APPLIED SCIENCES & HUMANITIES

Ref. No. PIET/ASH/22/2020/03

Date: 22.12.2020

### NOTICE

### “Crafting Compelling Reports”


The department of Applied Sciences and Humanities is going to organise an online session that aims at 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. Register and learn how to properly format reports, enhance coherence and clarity, and elevate your academic writing in this interactive event.

The session will be held on Zoom platform on 28/12/2020 from 10:00 AM onwards.  
For registrations the interested students can share their details in google circulated through student whatsapp groups.

For any clarifications contact: **9729929480**.

The link will be shared only to the registered students through a separate whatsapp group.

Sr no.	Name	Department	Designation	Contact No.
1	Dr. Poonam	ASH	Coordinator	9729929480

  
Dr. Vinay Khatri  
Head of the Department of Applied Sciences & Humanities,  
Panipat Institute of Engineering & Technology,  
PIET

Cc:

To all student Whatsapp groups



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## REPORT

- **Title of the Event:** Session on “Crafting Compelling Reports”
- **Event date:** 28/12/2020
- **Time:** 10:00 a.m. onwards
- **Venue:** Zoom Platform
- **Mode:** Online
- **Resource Person of the session:** Dr. Nisha (Assistant Professor, ASH) 7206718009
- **Name of the coordinator:** Dr. Poonam, ASH
- **Total no. of attendees in the event:** 28

The Department of Applied Sciences and Humanities hosted a session on **Crafting Compelling Report** on Dec. 28, 2020. **Dr. Nisha**, an assistant professor at PIET in the

session started with a warm welcome to the resource person by the coordinator of the event **Dr. Poonam**. The primary objective of the session was to improve college students' ability to write reports that are compelling, well-organized, and successful. The objective of the session was to furnish pupils with pragmatic perspectives and methods that they could utilize in their scholarly and vocational writing pursuits.

Dr. Nisha started off by outlining the different functions of reports and what makes them. She underlined that reports are organized papers meant to deliver information succinctly and clearly. The course covers a variety of report formats, each with a specific audience and function, such as research, analytical, and progress reports. The essential components of a report, such as the title page, abstract, introduction, methodology, findings, discussion, conclusion, and recommendations, were covered in detail during the session.

Dr. Nisha gave an example of how to effectively organize content and lead the reader through a report by using headings and subheadings. To guarantee that the report's message is successfully conveyed and to prevent ambiguity, emphasis was made on writing with precision and clarity. The last section was devoted to answering queries from students and going over particular difficulties they have when submitting reports. For college students, the "Crafting Compelling Reports" session was an invaluable educational opportunity. By the end of the session (**Prof.**) **Dr. Vinay Khatri**, Head of the Department, presented a vote of thanks to the speaker.

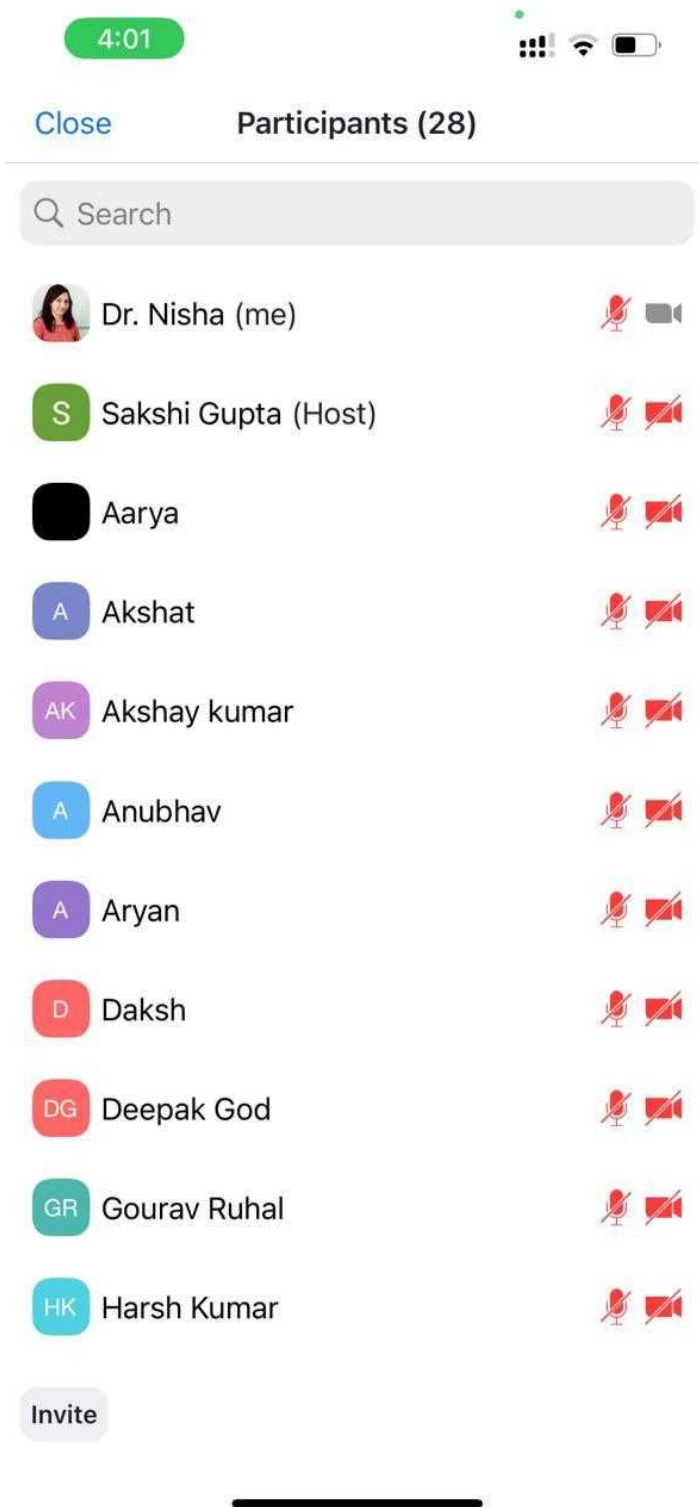


Fig 1. An online Session in progress on Report Writing



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LIST OF PARTICIPANTS/ATTENDEE		
Name of the Event: Crafting Compelling Reports		
SR.NO.	NAME	ROLL. NO.
1	BIJAY PRASAD SHAH RAUNIYAR	2820059
2	AYUSH KUMAR JHA	2820073
3	RICKY	2820112
4	AVINASH KUMAR	2820173
5	GOURAV	2820174
6	SHIVAM ROHILLA	2820376
7	AKASH RAJ	2820192
8	ADITYA KUMAR	2820193
9	RAKSHAT	2820362
10	SAHIL SAURAV	2820197
11	HIMANSHU KUMAR	2820207
12	DAKSH	2820136
13	AMARDEEP	2820137
14	AARYA	2820138
15	ANUBHAV	2820142
16	GOVIND KUMAR	2820144
17	AKSHAY	2820145
18	NAROTAM KUMAR	2820146
19	KHUSHBOO	2820159
20	ARYAN	2820160
21	RAKSHIT RAINA	2820161
22	RAHUL YADAV	2820664
23	HARSH KUMAR	2820665
24	VISHAL	2820667
25	AYUSH GARG	2820668
26	RAKSHIT SHARMA	2820701
27	PRASHANT ROHILLA	2820702
28	PARIT JAIN	2820703

*Roman*  
Event Coordinator  
26/12/2020