



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/22/2021/04

Date: 15.10.2021

NOTICE

Session on "Comprehensive Report Writing"

The students are hereby informed that the institute has organized a session on "Comprehensive Report Writing" on 22nd October 2021 in B Block, ground floor from 1:00 p.m. onwards. This session aims to equip students with the essential skills and techniques required to write effective and impactful reports. The session will cover various aspects of comprehensive report writing, including structuring, content organization, and best practices to ensure clarity and professionalism in your reports. The students who are interested can contact the coordinators.

Sr. no.	Name	Department	Designation
1	Dr. Sakshi	ASH	Coordinator
2	Dr. Vinod	ASH	Co-Coordinator


Dr. Vinay Khatri

Head of Department

Applied Sciences and Humanities

PIET

Cc:

All notice boards



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REPORT

- **Title of the Event:** Session on “Comprehensive Report Writing”
- **Event date:** 22/10/2021
- **Time:** 10:00 a.m. onwards
- **Venue:** B Block, Ground Floor
- **Mode:** Offline
- **Resource Person:** Dr. Nisha, Assistant Professor, ASH (7206718009)
- **Name of the coordinator and co-coordinator:** Dr. Sakshi, ASH and Dr. Vinod, ASH
- **Total no. of attendees in the event:** 19

On September 16, 2021, the Department of Applied Sciences and Humanities organized an insightful session titled **Comprehensive Report Writing**, for college students. **Dr. Nisha**, who is a distinguished expert in report writing and an Associate Professor of English, delivered the session as a resource person. The session started with a warm welcome to the speaker by **Dr. Sakshi**, coordinator of the session. Dr. Nisha shared her expertise on the intricacies of crafting thorough and effective reports. The session was aimed at equipping attendees with the skills necessary for writing detailed and impactful reports in academic and professional settings.

Dr. Nisha began with an overview of report writing, emphasizing its importance in various fields, including academic research, business, and technical disciplines. She highlighted the purpose of reports as tools for documenting information, analyzing data, and making recommendations. She outlined the typical structure of a comprehensive report, breaking it down into key sections and provided several practical tips for effective report writing like using clear and precise language to ensure the report’s message is easily understood, maintaining an objective tone and avoiding personal biases, and ensuring consistency in formatting, terminology, and style throughout the report.

The session was highly interactive, with active participation from attendees. Dr. Nisha encouraged questions and discussions throughout, which facilitated a deeper understanding of the material. Participants appreciated the practical exercises and the opportunity to apply the techniques learned. Dr. Nisha’s session on comprehensive report writing provided valuable insights and practical skills for crafting detailed and effective reports. Her thorough explanation of report structure, writing techniques, and common challenges equipped attendees with the knowledge needed to produce high-quality reports in their academic and professional pursuits.

At the end of the session, **Dr. Vinay Khatri**, on behalf of the Department of Applied Sciences and Humanities extended her gratitude to **Dr. Nisha** for delivering such an informative and engaging session. The skills acquired are expected to greatly benefit participants in their future report writing endeavors.



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LIST OF PARTICIPANTS

Computerwise Report Writing

SR.NO.	Name	ROLL NO	SIGNATURE
1	ARPITA GOYAL	2821401	<i>Arpita</i>
2	ARYAN SHARMA	2821402	<i>Aryan</i>
3	ATUL MALIK	2821403	<i>Atul</i>
4	AYUSH THAKUR	2821404	<i>Ayush</i>
5	DEEPANSHI	2821405	<i>Deepanshi</i>
6	MAHESH	2821341	<i>Malik</i>
7	KOMAL GUPTA	2821342	<i>Komal</i>
8	YASH DHAWAN	2821343	<i>Yash</i>
9	AYUSH	2821344	<i>Ayush</i>
10	MOHIT	2821345	<i>Mohit</i>
11	HARSHIT CHAUDHARY	2821505	<i>Harshit</i>
12	NEERAJ KUMAR	2821506	<i>Neeraj</i>
13	DONO SHARMA	2821507	<i>Dono</i>
14	GARVIT ARORA	2821508	<i>Garvit</i>
15	AAYUSH DAHIYA	2821509	<i>Aayush</i>
16	ANUBHAV	2821018	<i>Anubhav</i>
17	ANURAG	2821019	<i>Anurag</i>
18	ARYAN GOEL	2821022	<i>Aryan Goel</i>
19	ASHIK JHA	2821023	<i>Ashik</i>

Event Coordinator

Sobhi
22/10/21

Anod
22/10/21



Fig 1. Dr. Nisha conducting a session on Comprehensive Report Writing