

Reporting An Institutional Activity:

26th October 2023



I. Basic Details

Date	Faculty	Department/Committee	Co-ordinator name & Phone Number
26 th October 2023	Arts	Education	Dr. Shakuntala S. Nighot
Time	Venue	Activity for Class/Group with Total Number of Attendees	Nature
11:45 am to 12:30 pm	STIE psychology lab	43 FYB.Ed students	Indoor
Name & details of Resource Person		Names of Staff Members who supported	Names of Students who Supported
Dr. Shakuntala Nighot Librarian, STIE Ms. Numa Shaikh, SYBEd		Dr. Joan Lopes	Numa Shaikh

II Brief Information about the Activity

Topic/Subject of the Activity	Introductory Session on Report Writing
Objectives for conducting Activity	I. To introduce and familiarise the students with the techniques and requirements for report writing of the various extracurricular events that take place in college.
Methodology	I. Students were given an introduction by an experienced SYB.Ed student about the purpose and basic frameworks of report writing II. This was followed by a detailed examination of the methods to be utilised for writing both tabular and paragraph-style reports. III. Visual aids were used for expanding on the explanation with the help of the smartboard. At the end of the session, students were able to ask questions and have their queries answered satisfactorily.
Outcome	I. The students were properly familiarised with the techniques and requirements for report writing of the various extracurricular events that take place in college.

III. Proofs attached



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