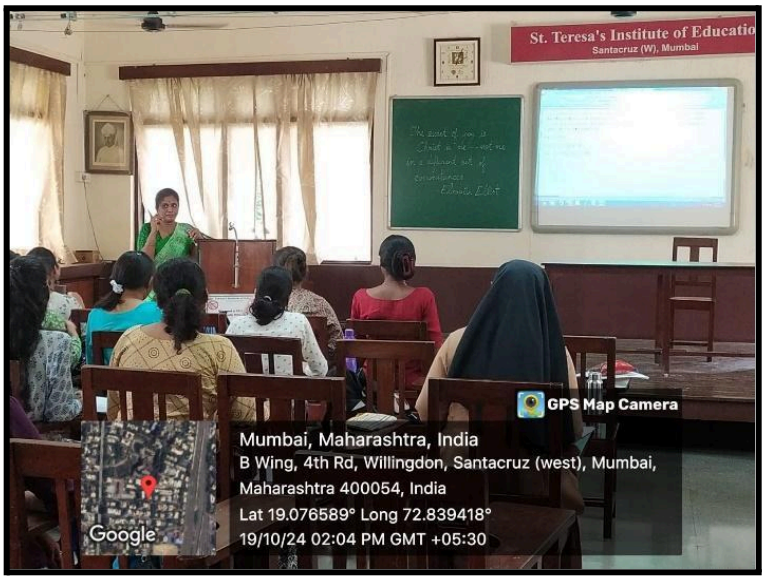
Session on Reporting Institutional Activity: 19th October 2024



I Basic Details

Date,Time	**Faculty**	**Department/Committee**	**Co-ordinatorname**
19th October 2024		Education	Dr.ShakuntalaNighot
Time	**Venue**	**Activity for Class/Group with Total Number of Attendees**	**Nature:**
During college hours	Multi purpose hall	Students-F.Y.B.Ed Batch24-26: 50 Faculty 1	Indoor
Name & details of Resource Person Dr. Shakuntala Nighot			

II Brief Information about the Activity

Topic/Subject of The Activity	Session on Reporting Institutional Activity
Objectives for conducting Activity	● To understand the purpose of reporting Institutional Activities. ● To provide information about the steps and structure of writing a report for all institutional activities. ● To understand the process of collecting, organizing and presenting data as Reports. ● To gain understanding about the appropriate style of writing and layout while submitting a Report.
Methodology	I. The Session on Reporting Institutional activities was conducted in the college. The session gave insights about the minute details of Institutional Activity Reports. II. The Session included detailed instructions on how an Institutional Activity Report had to be written and submitted. III. Demonstration of how to create, name and upload the Report as separate Folders. IV. Specimen Reports were uploaded and shared for students' reference.
Outcome	I. The participants understood the basics of writing Institutional Activity Reports. II. The participants got exposure to minute details about the format, writing style and structure of Institutional activity reports. III. The participants understood the steps required to write and upload the reports of already conducted and upcoming activities that take place at Institutional Level.

III. Proofs Attached









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