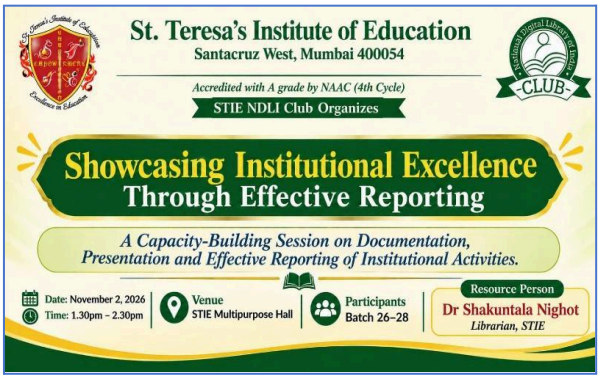
St. Teresa's Institute of Education
S.V. Road, Santa Cruz (West), Mumbai - 400 054.
Re-Accredited with A Grade by NAAC (4th Cycle)

# Showcasing Institutional Excellence through Effective Report Writing

2nd November 2026




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|---|---|
| **Event Type** | Orientation Programme |
| **Date, Time** | 02.11.2026; 12.45 p.m.-2.30 p.m |
| **Venue** | Method Room 2, STIE |
| **Programme Coordinator** | Dr. Shakuntala Nighot |
| **Committee/Club** | STIE NDLI Club |
| **Resource Person(s), Designation/Affiliation** | Dr. Shakuntala Nighot, Librarian, STIE |
| **Participants** | 50 students of FY B.Ed. Batch 2026–28 |
| **Student Volunteers** | - |
| **Staff Support** | - |
| **Drive Link of Photos/Videos/other Evidences:** | - |

## Objectives

- To create awareness about the importance of documentation in educational institutions.
- To familiarize students with institutional report writing formats and structure.
- To develop skills in effective photography and geo-tagging for event documentation.
- To guide students in uploading, naming, and systematically organizing institutional reports and records.

## Methodology / Summary / Programme Details

- An informative and interactive session was conducted to explain the significance of documentation in educational institutions. Students were briefed on the importance of maintaining accurate and systematic records of institutional activities.
- The structure and essential components of an institutional activity report were explained thoroughly with the help of a sample report.
- Guidelines on capturing high-quality and meaningful photographs to effectively document events were discussed and shared.
- Students were also introduced to geo-tagging applications and guided on how to use them to capture location-based evidence. The appropriate drive links for uploading reports, standard file-naming formats, and systematic digital organization of event-related documents were explained.

**Learning Outcomes:**

- Students understood the importance of systematic documentation in education.
- Students gained knowledge of report writing and effective event photography.
- Students became familiar with geo-tagging applications and report-uploading platforms.
- Students learned standardized file naming and digital record management for efficient documentation.

**Geo-tagged Photos of the Orientation**





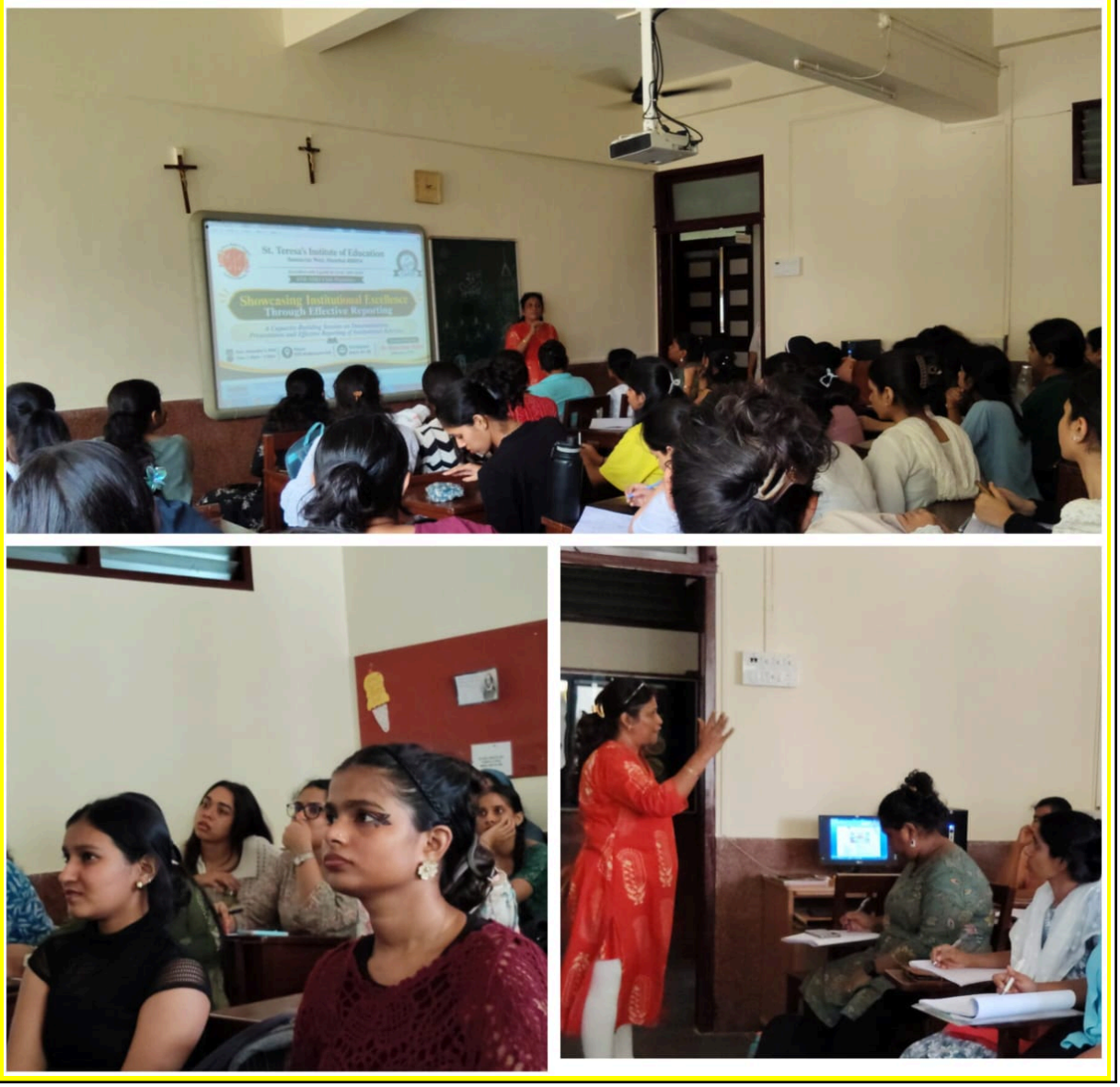













Giselle D'souza

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