



# AJ INSTITUTE OF ENGINEERING & TECHNOLOGY

A Unit of Laxmi Memorial Education Trust<sup>®</sup>

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Belgavi)

Accredited By NBA (BE : CV, CSE, ECE, ISE & ME)

Date: 15/09/2023

## Proposal

**Subject:** To organize the Workshop on “**Report Writing Using MS office Tools**”

The Department of Mechanical Engineering in association with clubs of AJIET is organizing a Workshop on “**Report Writing Using MS office Tools**” on 30-09-23 at 10:30 AM. The objective of the event is to understand the importance of good reports and to create detailed, complete and attractive reports.

**Mapping to Program Outcomes (PO's):** The event is relevant to **PO4, PO5, PO9, PO 1 0, PO I 2**

**PO4: Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

**PO5: Modern tool usage:** Create, select and apply appropriate techniques, resources and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

**PO9: Individual and Team Work:** Function effectively as an individual, and as a member or leader in diverse teams and in multidisciplinary settings.

**PO10: Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

**PO12 Life-long Learning:** Recognize the need for and have the preparation and ability to engage in independent and life- long learning in the broadest context of technological change.

**Coordinator**

Principal  
A.J. Institute of Engineering & Technology  
Mangaluru - 575 006

**Principal**



# AJ INSTITUTE OF ENGINEERING & TECHNOLOGY

A Unit of Laxmi Memorial Education Trust<sup>®</sup>

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Belgavi)

Accredited By NBA (BE : CV, CSE, ECE, ISE & ME)

Date: 29/09/2023

## Circular

The Department of Mechanical Engineering in association with clubs of AJIET is organizing Workshop on “**Report Writing Using MS office Tools**” on 30-09-23 at 9:00 AM. All the participants are here by informed to participate actively and to be in the venue on time.

A handwritten signature in black ink, appearing to read 'Gowtham', with a flourish below it.

**Coordinator**

A handwritten signature in blue ink, appearing to be a stylized 'N' or similar character.

**Principal**

A handwritten signature in green ink, appearing to be a stylized 'N' or similar character.

Principal  
A.J. Institute of Engineering & Technology  
Mangaluru - 575 006



**A.J. Institute of Engineering & Technology**

**(A Unit of Laxmi Memorial Educational Trust ®)**

**Kottara Chowki, Mangaluru**

**DEPARTMENT OF MECHANICAL ENGINEERING**

*organizes a one-day Hands-on  
Workshop on*

# **“Report Writing Using MS Office Tools”**

**30 September 2023**

**10:30AM**  **A-324**

**Target Audience:**

***First Year Students  
of Mechanical***

**Mr. Prashantha, Mr. Harold J Dsouza**  
**Coordinators**

**Dr. Antony P J**

**Vice Principal & HOD of  
CSE**

**Dr. P Mahabaleshwarappa**

**Dean Academics**

**Dr. Shantharama Rai C**

**Principal**

## **Our Patrons**

**Dr. A J Shetty**

**President, LMET**

**Mrs. Sharada J Shetty**

**Director, LMET**

**Mr. Prashanth Shetty**

**Vice President, LMET**

**Mrs. Ashritha P Shetty**

**Director, LMET**

**Dr. Prashanth Marla K**

**Director, LMET**

**Dr. Amitha P Marla**

**Director, LMET**



# AJ INSTITUTE OF ENGINEERING & TECHNOLOGY

A Unit of Laxmi Memorial Education Trust

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Belgavi)

Date: 30-09-2023

## Report on "Workshop on Report Writing Using MS office Tools"

Name of the Program:	Workshop on Report Writing Using MS office Tools	Program Dates & Timings:	30-09-2023 10.30am-12.30pm			
Name & Details of the Resource Person:	Dr.Sreejith B K Associate Professor Dept.of ME AJIET,Mangalore					
Organized by (Clubs/ Dept.)	Department of Mechanical Engineering	In Association with (clubs)	ARMS			
Number of Participants	10	Students	10	Faculty	---	
Program Outcome (PO) Mapping	PO4,PO5,PO9,PO10, PO12,PSO2					
Coordinators	Mr. Prashantha D A & Mr .Harold J Dsouza					

### About the Program:

A project report is a crucial document that serves several important purpose in the context of project management and various industries. Here are some key reasons highlighting the importance of a project report. Project reports document important information related to the project, such as its objectives, scope, timeline, budget, resources, and deliverables. This documentation helps in maintaining a historical record of the project's evolution, which can be valuable for future reference, audits, and compliance. Hence to train students to create attractive project report, a workshop on "Report Writing Using MS office Tools" organise by Department of Mechanical Engineering in association with ARMS on 30-09-2023 from 10.30am-12.30pm in software lab-2. The resource person for this workshop, Dr.Sreejith B K Associate Professor, Dept. of ME AJIET, Mangalore explained with demonstration various aspects and styles which will be essential for good report. Final year students and faculties attended this programme.

Principal

A.J. Institute of Engineering & Technology  
Mangaluru - 575 006

**Objectives:** The program **Workshop on Report Writing Using MS office Tools** enable students to

1. Understand the importance of good report.
2. Explain the use of different tools and methods create well-structured and visually appealing report.
3. Create detailed complete attractive report.

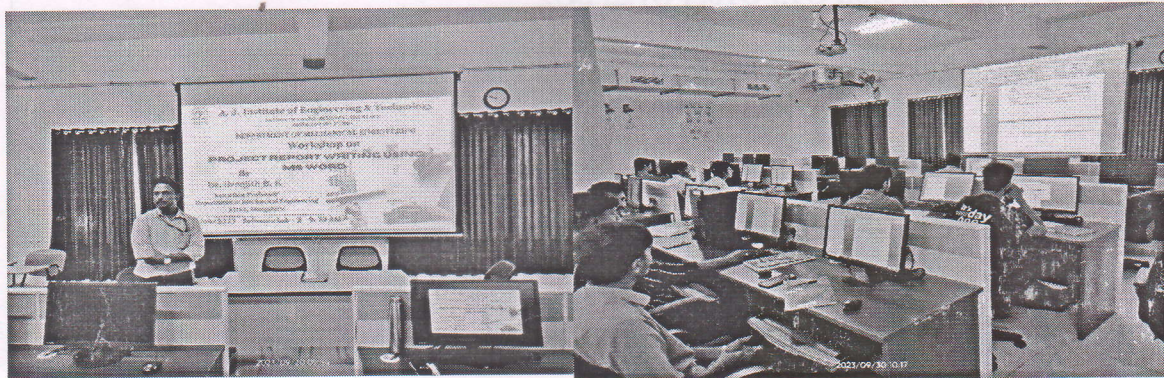
**Outcomes:** On successful completion of program of this workshop the student should able to:

1. Prepare a detailed report with relevant information.
2. Understand the various options in toolbars of MS office and use the relevant tools to prepare a professional report.

**Articulation Matrix:**

Course Outcomes	Program Outcomes POs												PSOs of Dept. of ME	
	1	2	3	4	5	6	7	8	9	10	11	12	PSO 1	PSO 2
1				2	2				2	2		2		2
2				2	2				2	2		2		2
3				2	2				2	2		2		2
<b>Average</b>				<b>2</b>	<b>2</b>				<b>2</b>	<b>2</b>		<b>2</b>		<b>2</b>

**Photos:**



Address by resource person

Hands on session

*[Signature]*  
*[Signature]*  
**Coordinators**

*[Signature]*  
 30/9/23  
**HOD**

*[Signature]*  
**Principal**

**Principal**  
**A.J. Institute of Engineering & Technology**  
**Mangaluru - 575 006**