

Date: 03-10-2023

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

Name of the Program:	<b>Workshop on Report Writing Using MS office Tools</b>	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 purposes 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 "Workshop on Report Writing Using MS office Tools" organised by Mechanical Engineering in association with ARMS on 30-09-2023 at 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.

**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:

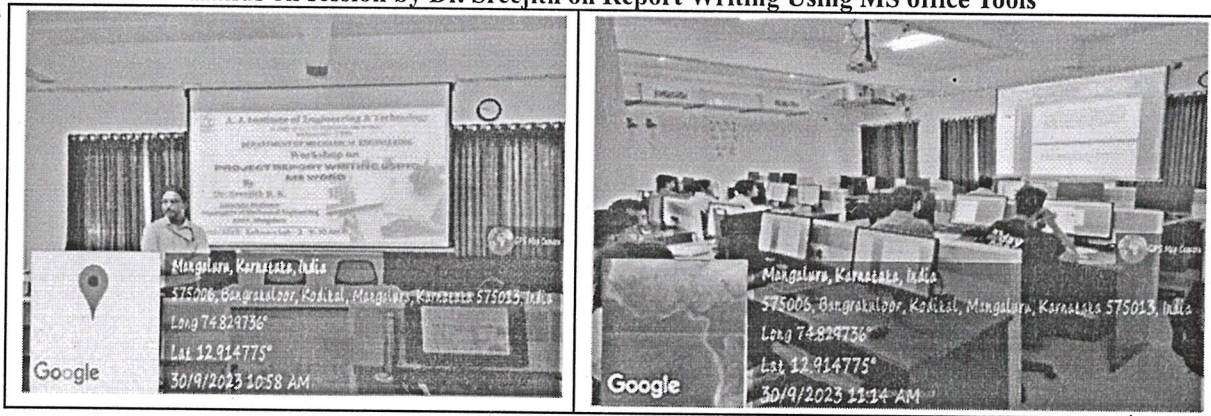
1. Understand the importance of good report.
2. Explain the use of different tools and methods create well-structured and visually appealing report.
3. Create detailed complete attractive report.

**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:**

**Hands on session by Dr. Sreejith on Report Writing Using MS office Tools**



*AD*

**Coordinators**

*SS*

**HOD**

*[Signature]*

**Principal**

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