Centre for Computer Science and Technology
One Day Mandatory Workshop on Report Writing

Date: 13th Oct 2025

ACTIVITY REPORT

Name of the Activity:	One Day Mandatory Workshop on Report Writing - 2025
Date of the Activity:	11th October, 2025
Venue:	Conclave Centre
Number of Participants:	CSBS (Section-A I Semester) **Total:80**
Name of the Faculty Coordinator (s):	Dr. Gulshan Soni, Dr. Shradha Dubey
Brief Description of the Activity Conducted:	Dr. Mehuli Santra led an engaging Report Writing workshop for first-year students, providing a comprehensive foundation in crafting professional and academic reports. The session defined reports as structured, factual documents used to inform, analyze, and recommend. Key takeaways included: • The essential characteristics of an effective report: clarity, objectivity, accuracy, and a logical flow. • The standard structure, from the front matter (title page, abstract) to the main body (methodology, findings, discussion) and back matter (conclusions, references). • The complete writing process, from initial research and drafting to final proofreading. • Practical advice on maintaining a formal style, using evidence-based support, and avoiding common pitfalls like personal opinions or poor grammar. The workshop was highly interactive, featuring activities where students compared incomplete and complete reports and delivered group presentations on technical and business topics to apply their new skills.
Outcome of the Activity:	Students learnt the following points through the workshop conduction: 1. Importance of Report Writing 2. Types of Reports 3. Structure and format of different reports 4. Case Study Analysis via Presentation

Dr. Gulshan Soni
Faculty Coordinator(s)

Dr. Shradha Dubey
Faculty Coordinator(s)

Dr. Abhishek Dixit
Coordinator, Centre for CST

Centre for Computer Science and Technology
Schedule of Mandatory Workshop on Report Writing

Session	Timeline	Task	Faculty Involvement
	11:00-11:30 AM	Workshop Registration	Dr. Gulshan Soni/ Dr. Shradha Dubey
Session 1	11:30-01:00 PM	Internal Expert Talk	Dr. Mehuli Santra
	01:00-01:30 PM	Break	
Session 2	01:30-2:00 PM	Internal Expert Talk	Dr. Mehuli Santra
	02:00-03:00 PM	Student Involvement/ Interaction	Dr. Gulshan Soni/ Dr. Shradha Dubey
	03:00-03:30 PM	Quiz	Dr. Gulshan Soni/ Dr. Shradha Dubey
	03:30-04:00 PM	Feedback	Dr. Dr. Gulshan Soni/ Dr. Shradha Dubey

Dr. Gulshan Soni
Faculty Coordinator(s)

Dr. Shradha Dubey
Faculty Coordinator(s)

Dr. Abhishek Dixit
Coordinator, Centre for CST

GLIMPSES OF THE MANDATORY WORKSHOP

Dr. Gulshan Soni
Faculty Coordinator(s)

Dr. Shradha Dubey
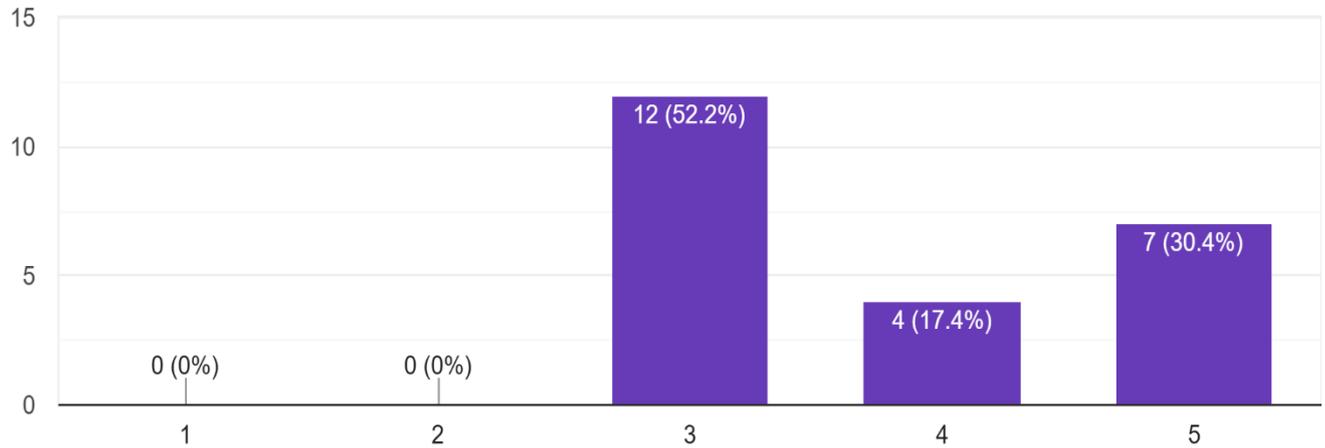**Faculty Coordinator(s)**

Dr. Abhishek Dixit
Coordinator, Centre for CST

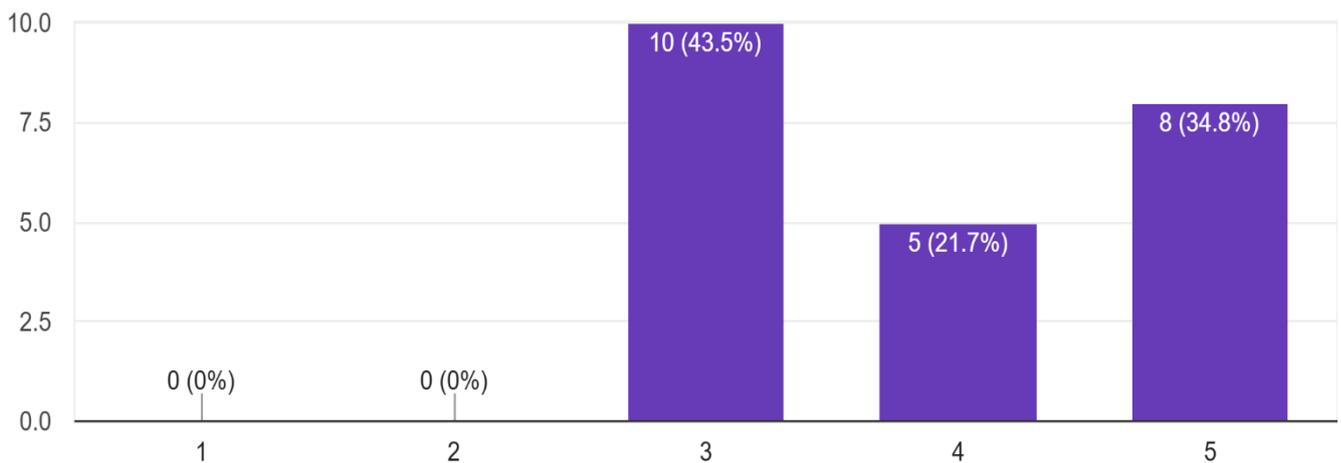# Feedback of the Mandatory Workshop on Report Writing

How would you rate the overall quality of the session

23 responses

How well the session meet your expectations oin terms of content relevance and learning objectives?
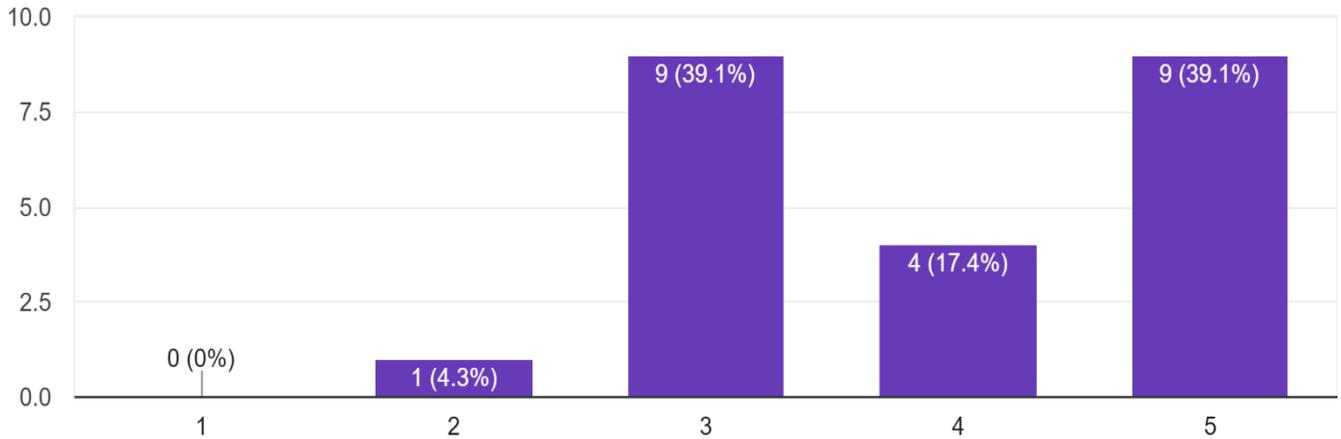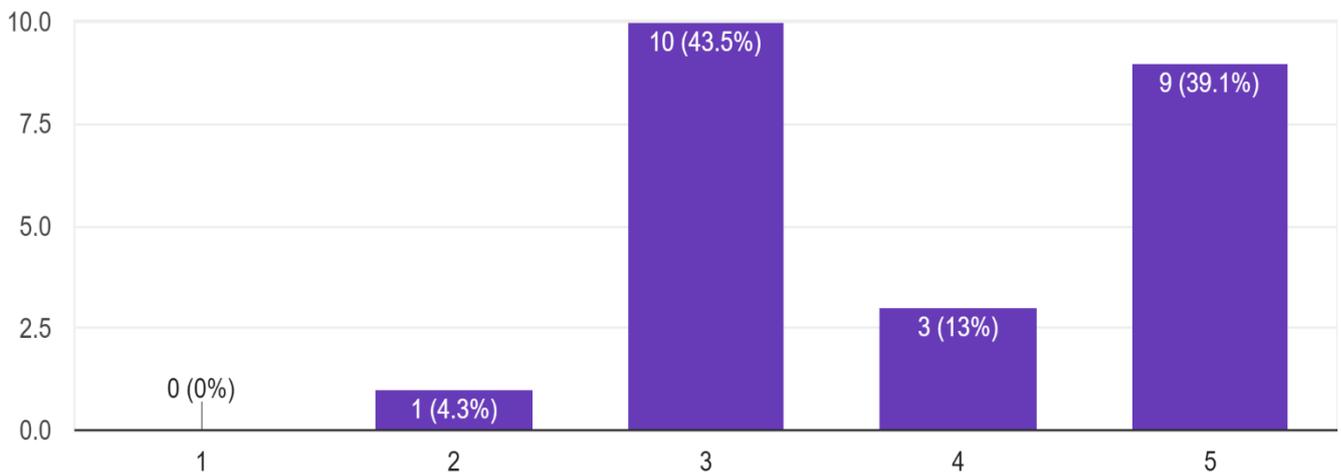
23 responses

How effective was the presenter in explaining the session topics clearly and engaging the participants?

23 responses

Was the depth of the content appropriate for your level of understanding?
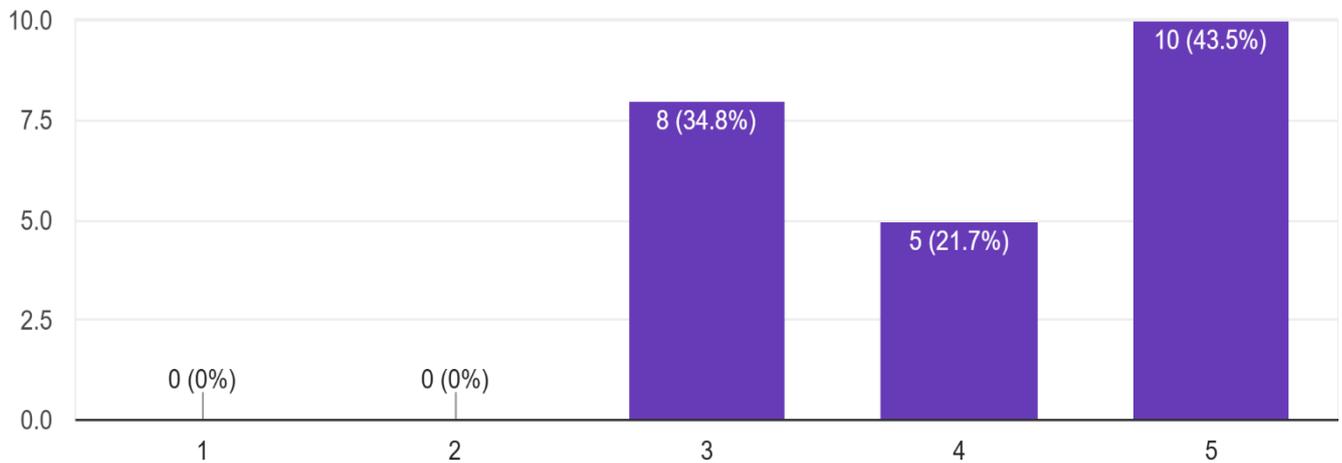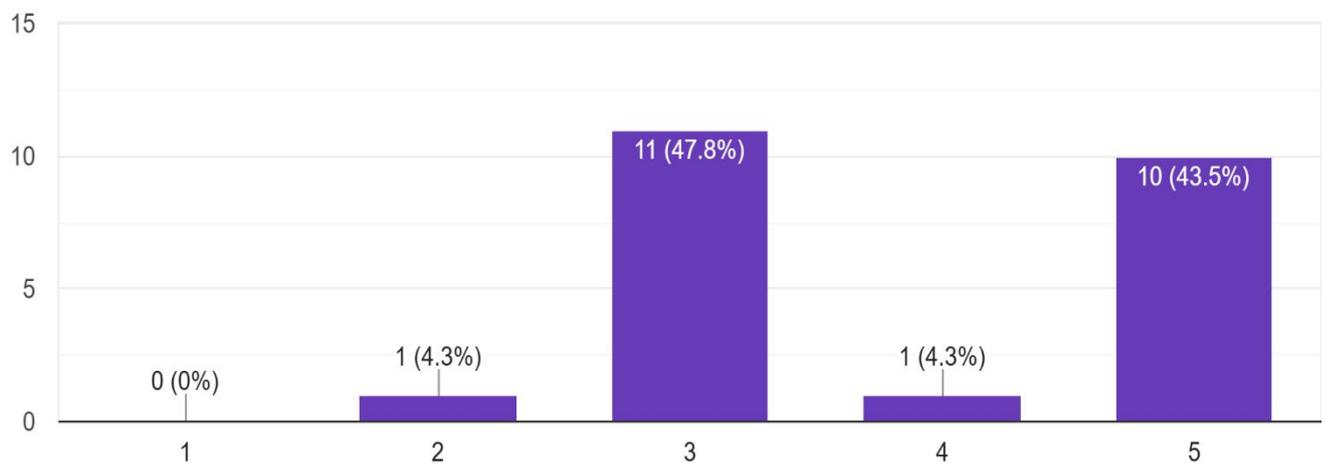
23 responses

How helpful were the materials (slides, handouts, etc.) provided during the session?

23 responses

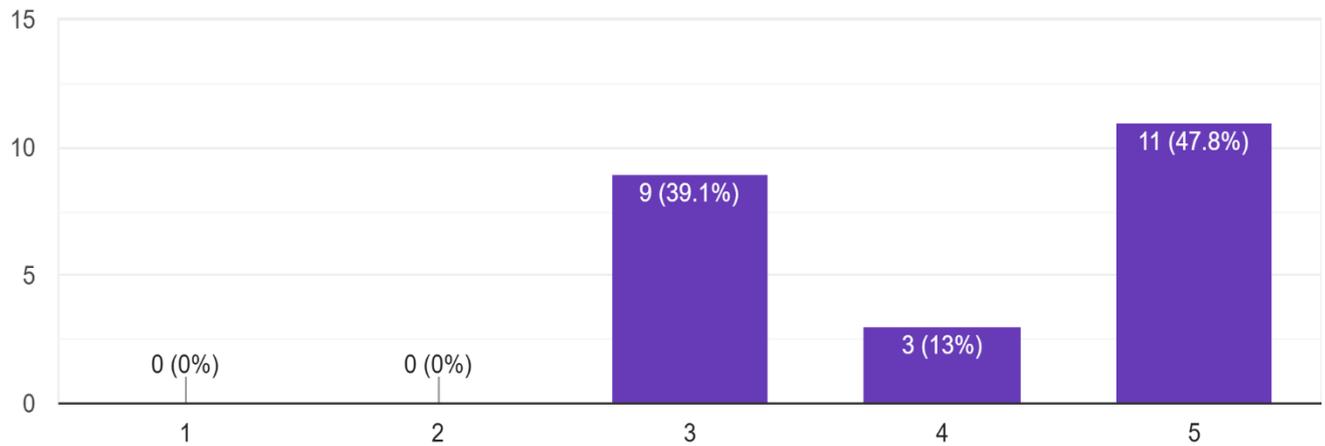How well did the session balance theoretical concepts and practical examples?
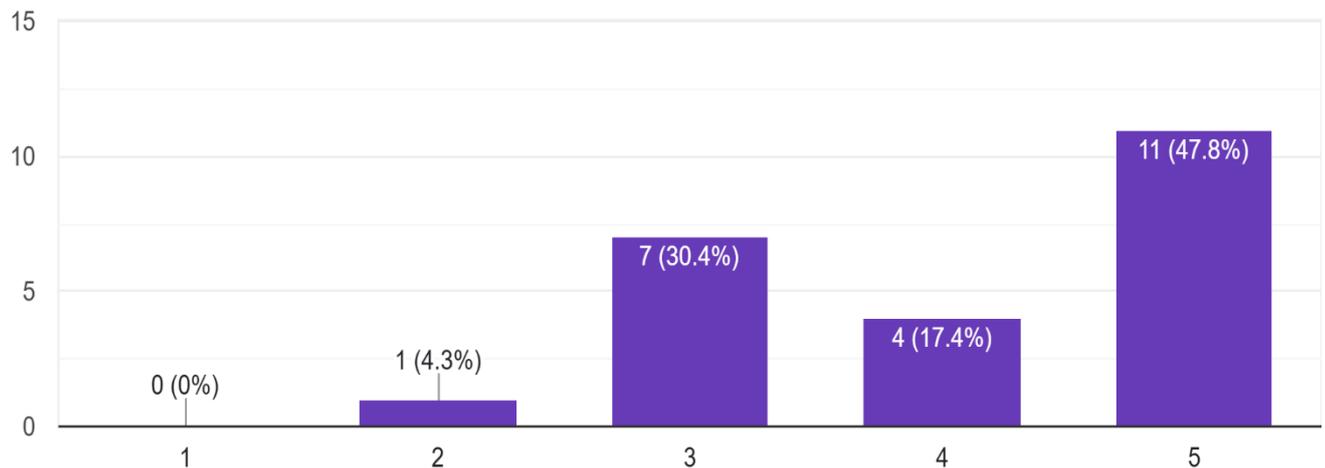
23 responses

How would you rate the presenter's communication and ability to address the questions from participants?

23 responses

How useful do you think the session will be for your future work or studies?

23 responses

How would you rate the technical aspects of the session (audio, video, tools, etc.)?

23 responses
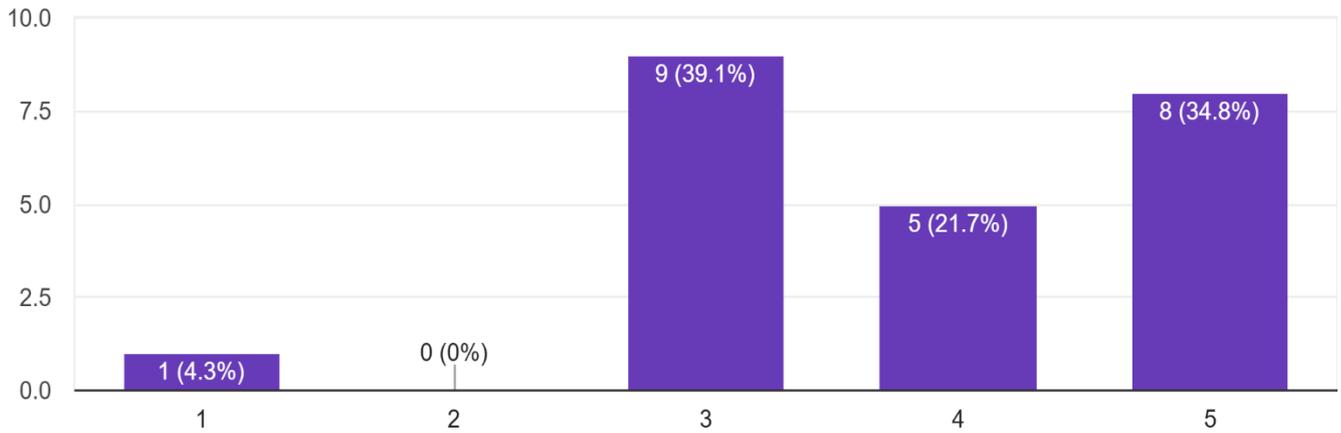
Do you have any suggestions for improving future sessions (content, delivery, or technical aspects)?

No
Good
Very good
Nice
.
No
None
..
Nothing

Everything is good

The activity could have been better, if the topics were assigned in advanced it would have been more engaging.

good

Improve mic of hall

Nice workshop

Centre for Computer Science and Technology
Mandatory Workshop on Report Writing: Attendance Record
Computer Science & Business Systems SECTION-A, B.Tech, I Year, I Sem, Batch 2025 Session: July-Dec 2025

S.No.	Enrollment No	Name of Student	Signature of Student	
	Date: 11th October 2025	Time-11:00 AM - 4:00 PM	Session I	Session II
1	BTCB25O1001	AADITYA SHARMA	Aaditya Sharma	Aaditya Sharma
2	BTCB25O1002	ABHAY MALVIYA	Absent	Absent
3	BTCB25O1003	ABHAY PRATAP SINGH CHOUHAN	Absent	Absent
4	BTCB25O1004	ABHIGYAN SINGH CHANDEL		
5	BTCB25O1005	ABHIMANYU SINGH		
6	BTCB25O1006	ABHISHEK PATEL	A Patel	A Patel
7	BTCB25O1007	ABHISHEK RATHOR		
8	BTCB25O1008	ADHYYAN RAJPUT		
9	BTCB25O1009	ADI JAISWAL		
10	BTCB25O1010	ADITI THORAT		
11	BTCB25O1011	ADITYA GIRI		
12	BTCB25O1012	ADITYA PRATAP SINGH YADAV		
13	BTCB25O1013	ADITYA SINGH KUSHWAH		
14	BTCB25O1014	AKSHAT DWIVEDI	Akshat	
15	BTCB25O1015	ALPENDRA SINGH	Alp Singh	Alp Singh
16	BTCB25O1016	AMRITA DHURVE		
17	BTCB25O1017	ANKIT SINGH		
18	BTCB25O1018	ANKUR GURJAR		
19	BTCB25O1019	ANNU PAL		
20	BTCB25O1020	ANSHU DHAKAD		
21	BTCB25O1021	ANUJ PAL		
22	BTCB25O1022	ANUSHKA DHAKAD		
23	BTCB25O1023	ANUSHKA YADAV		
24	BTCB25O1024	APEKSHA THAKRE		
25	BTCB25O1025	ARJUN SINGH BHADORIYA	Singh	Singh
26	BTCB25O1026	ARUN PRAJAPATI		
27	BTCB25O1027	ARYAN GUPTA		Aryan
28	BTCB25O1028	ARYAN NARWARIYA		
29	BTCB25O1029	ARYAN SHARMA		
30	BTCB25O1030	ARYAN SHRIVASTAVA	Absent	Absent
31	BTCB25O1031	ASHISH BAGHEL		

माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (M.P.), INDIA
Deemed University
(Declared under Distinct Category by Ministry of Education, Government of India)
NAAC ACCREDITED WITH A++ GRADE

Centre for Computer Science and Technology
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Date: 11th October 2025		Time-11:00 AM - 4:00 PM	Signature of Student	
S.No.	Enrollment No	Name of Student	Session I	Session II
32	BTCB25O1032	ASTHA DIXIT		
33	BTCB25O1033	ASTHA GUPTA		
34	BTCB25O1034	ASTHA HOON		
35	BTCB25O1035	ASTHA JAIN		
36	BTCB25O1036	ATHARVA GUPTA		
37	BTCB25O1037	AVINASH SHARMA		
38	BTCB25O1038	AYUSH SINGH		
39	BTCB25O1039	AYUSHI AGRAWAL ·		
40	BTCB25O1040	BHAVNA SATPUTE		
41	BTCB25O1041	BHEEM MOURYA		
42	BTCB25O1042	BHUMIKA PAWAR		
43	BTCB25O1043	CHARITRA YOGI		
44	BTCB25O1044	CHIRAG SHARMA		
45	BTCB25O1045	DAKSH JAIN		
46	BTCB25O1046	DAKSH SHARMA		
47	BTCB25O1047	DANISH GARG		
48	BTCB25O1048	DEV CHATURVEDI		
49	BTCB25O1049	DHRUV SHUKLA		
50	BTCB25O1050	DISHA JOHARI		
51	BTCB25O1051	DIVYANI SINGH BAGHEL		
52	BTCB25O1052	GAGAN BHATIA		
53	BTCB25O1053	GAURAV NAMDEV		
54	BTCB25O1054	HARSH DANGI		
55	BTCB25O1055	HARSH KUSHWAH		
56	BTCB25O1056	HARSH PATIDAR	Absent	Absent
57	BTCB25O1057	HARSHAL RAJPOOT		
58	BTCB25O1058	HARSHIT JHA		
59	BTCB25O1059	HARSHIT NAMDEO		
60	BTCB25O1060	HARSHUL ADWANI		
61	BTCB25O1061	HRITIK AGRAWAL		
62	BTCB25O1062	ISHAN SHRIVASTAVA		

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S.No.	**Enrollment No**	**Name of Student**	**Session I**	**Session II**
63	BTCB25O1063	ISHU KUSHWAH	Ishu	Ishu
64	BTCB25O1064	JAY PRAKASH JAISWAL	Absent	Absent
65	BTCB25O1065	KANAK JHA	Kanak	Ka
66	BTCB25O1066	KAPIL KAITHWAS	Kapil	Kapil
67	BTCB25O1067	KASHISH RAJ PRAJAPATI	kashsi	kashsi
68	BTCB25O1068	KAVYA JAIN	Kavya	Kavya
69	BTCB25O1069	KHUSHI PAL	Khushipal	khushipal
70	BTCB25O1070	KRISH AGRAWAL	K	K
71	BTCB25O1071	MADHAV MAHOUR	Madhav	Madhav
72	BTCB25O1072	MADHUR JAIN		
73	BTCB25O1073	MAHI RANA SISODIA	Mahi	
74	BTCB25O1074	MANISH BAGHEL	Baghel	Baghel
75	BTCB25O1075	MANISH KUSHWAH	Manish	Manish
76	BTCB25O1076	MANSI RAJ		
77	BTCB25O1077	MAYANK SHRIVASTAVA		
78	BTCB25O1078	MEENAL JAIN		
79	BTCB25O1079	MEET SHRIVASTAVA		
80	BTCB25O1080	MIHIKA SINGH THAKUR	Thakur	Thakur

No. of Students Absent = 05

11/10/2025