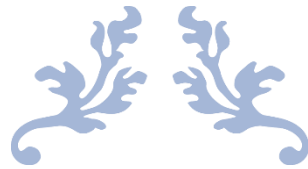# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE GWALIOR

A Govt. Aided UGC Autonomous Institute Affiliated to RGPV Bhopal

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Department of Electrical Engineering

REPORT OF WORKSHOP
ON
"WRITING AND STRUCTURING REPORT: BASICS AND TOOLS"

Second & Third Year Students (EE)

JANUARY 30, 2024

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE GWALIOR

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Department of Electrical Engineering

Reference: Notice No. 120- Activity to address curricular gaps

Subject: Report of Activity on "**Writing and Structuring Report: Basics and Tools**" to address curricular gaps.

Date: January 29, 2024
Time: 02:00 PM - 04:00 PM
Venue: SH-III (Offline)

Overview

In the flexible curriculum, mini projects, minor projects, and final year internship & projects are being carried out by a group of students under the guidance of faculty wherein students are required to write the technical reports. To address the need of report writing, an inhouse workshop on "**Writing and Structuring Report: Basics and Tools**" was organized for the students of Electrical Engineering Department (2nd and 3rd year) in offline mode. This will help the students to use the available tools for writing the project reports in prescribed format. A total of 58students participated in the event and providing diverse perspectives.

Objective

The purpose of this workshop was to address the curricular gap arising from the report writing as well as to encourage them to actively participate in various internship and project courses.

- • To aware the students about the reports containing structured contents, mathematical equations, and symbols.
- • To prepare technical or scientific documents that can be used for almost any form of publishing.

Salient Points - Session Details

Dr. Vishal Chaudhary and Dr. Vikram welcome the participating students and motivate them to participate in departmental activities. Dr. Nikhil Paliwal opened the talk with a thorough presentation that addressed the following topics:

1. **Introduction:** An overview of the significance of report writing in learning.
2. **Report Writing Tools:** An introduction of the tools that are being used for report writing.
3. **IEEE and other standard formats:** Standard formats were shown to the students as a ready reference.

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4. **Structuring of Reports:** Talk about the detailed description of the structure and components of report. (specific talk *Components of Reports*)

5. **Reference Management Tools:** Insight into the reference management tools and the use for report writing

6. **Processing of Information:** Recognizing the part information processing plays in the learning process.

7. **Integrating the Information:** Importance of gathering information from multiple sources and integrate the collected data in effective manner.

*Components of Reports

- Report writing is a crucial skill in various academic and professional settings. Here's an overview of key aspects when it comes to report writing:

- Understanding the Purpose: Clearly define the purpose of your report. Is it informative, analytical, or persuasive? Identify the target audience and tailor your writing style accordingly.

- The report must include the following

    1. **Structuring the Report:** Title page containing the title, author's name, Abstract summarizing the report's key points

    2. **Introduction:** Provide background information on the subject.

    3. **Methodology (if applicable):** Detail the methods or approaches used in gathering information, include any data collection processes or experiments conducted.

    4. **Main Body:** Present your findings logically and coherently.

    5. **Analysis and Discussion:** Analyse the data and discuss its implications.

    6. **Conclusion:** Summarize the key points of the report.

    7. **Recommendations (if applicable):**

    8. **References:** Cite all sources used in the report.

    9. **Proofreading and Editing:** Review the report for grammatical errors, clarity, and coherence.

    10. **Appendices (if necessary):** Include additional information or data that supports the main body of the report.

    11. **Executive Summary (if required):** Provide a concise summary of the entire report.

In last, fast learner's students (Kunal Bharadwaj and Deepansh Kulshrestha) share their knowledge and experience gained during previous semester minor project and skill based mini project course.

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Electrical Engineering Department

Notice

26.01.2024

The department is organizing an inhouse workshop on "Writing and Structuring Report: Basics and Tools" for the students of Electrical Engineering Department (2nd and 3rd year) in offline mode. This will help the students to use the available tools for writing the project reports in prescribed format. The details are as follows

Time: 02:00 pm to 04:00 pm
Date: 29th January 2024
Mode: Offline
Venue: Seminar Hall - III

Objective:
• To aware the students about the reports containing structured contents, mathematical equations, and symbols.
• To prepare technical or scientific documents that can be used for almost any form of publishing.

All students of 2nd and 3rd year (Electrical Engineering Department) are compulsory required to participate in the workshop.

(Dr. Vikram)
Class Coordinator, B.Tech. III Year

(Prof. Vishal Chaudhary)
Class Coordinator, B.Tech. II Year

Photographs/Screenshots

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Link of Photos/Recordings

Outcomes

In summary, the meeting was successful in providing insights into the effective report writing, structuring of reports, and tools for report writing. The insightful input will play a crucial role in writing the technical or scientific documents that can be used for almost any form of publishing.

Dr. Vikram
Class Coordinator, B.Tech. III Year

Prof. Vishal Chaudhary
Class Coordinator, B.Tech. III Year

Dr. Sulochana Wadhwani
Prof. & Head, EE

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Electrical Engineering Department

25.01.2024

Subject: Organize a workshop session on **"Writing and Structuring Report: Basics and Tools"**.

With reference to notice no. DA/MP/2024/120 dated 10/01/2024, it is proposed to organize an inhouse workshop on "Writing and Structuring Report: Basics and Tools" for the students of Electrical Engineering Department (2nd and 3rd year) in offline mode. This will help the students to use the available tools for writing the project reports in prescribed format.

Time: 02:00 pm to 04:00 pm

Date: 25th January 2024

Mode: Offline

Objective:
- To aware the students about the reports containing structured contents, mathematical equations, and symbols.
- To prepare technical or scientific documents that can be used for almost any form of publishing.
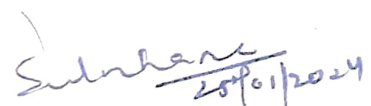
(Dr. Vikram)
Class Coordinator, B.Tech. III Year

(Prof. Vishal Chaudhary)
Class Coordinator, B.Tech. II Year

Submitted for kind permission

permitted.

(Dr. Sulochana Wadhwani)
Prof. & Head, EED

B.Tech. Second Year E.E.D

Attendance Sheet

29.01.2024

S.No.	Enrollment No.	Name.	Signature
1	0901EE221028	Deepansh kulshrestha	Dkul
2.	0901EE221083	SOUMY AGRAWAL	
3.	0901EE221091	Tushar Jaiswal	Tjaiswal
4.	0901EE221101	Yash Shrivastava	Shri
5.	0901EE221030	Farhan Khan	
6	0901EE233D01	Abhishek Pawar	Apawar
7.	0901EE221087	Sumit kushwah	Sumit
8	0901EE233D08	yuvraj Joshi	yuvraj
9	0901EE233D03	BAL KISHAN kushwah	बालकिशन
10	0901EE221046	Mohit Lrang.	M.K.Lrang
11.	0901EE221032	Gungun Sikarwar	Gungun
12.	0901EE221001	Aayushi Neeraj Sharma.	Aay shi
13.	0901EE221031	Gagan Choudhary	Gagan
14.	0901EE221024	AVINASH KUMAR	Avinash
15.	0901EE221076	SHIVAM.UPADHYAY	
16.	0901EE221074	SHINKAL KUSHWAH	Skushwah
17.	0901EE221075	SHIVAM PATIDAR	
18.	0901EE221004	Abhijeet Namdeo	Abho
19.	0901EE221017	Aman Varma	Aman
20.	0901EE221053	Om Prakash Gadge	
21	0901EE221100	Yash Sanjay Singh	yash
22	0901EE221098	VINAYAK SINGH	
23	0901EE221096	Vinay singh	Singh
24	0901EE221095	VIKAS JADON	Vijadon
25.	0901EE221093	Vaishnav V. Pillai	Vaipillai
26	0901EE221011	Aditya verma	
27.	0901EE221082	Sonu Kumar	SonuKumar

28	0901EE221077	SHIVRAJ	ध्याराज
30	0901EE221104	Dinesh Sutrakar	Dinesh
31	0901EE233D05	Hemat Singh Dhakad	Hemat
32	0901EE233D02	Akash Tlapak	Akash
33		Aditya Singh Tomar	
34		khushi Khou	
33		~~Aditya Singh Tomar~~	
34		~~khoo~~	
33	0901EE221041	Khushi khandelwal	Khushi
34	0901EE221103	Aditya Singh Tomar	

S.N.	NAME	Enrollment no.	Sign
1.	Utkarsh Gupta	0901EE211123	Gupta
2.	Durgesh Sen	0901EE211045	Durgesh
3.	Shailendra kaurav	0901EE211102	
4.	Rajkumar Prasad	0901EE211089	RKP
5.	JATIN RENIYA	0901EE211054	Jatin
6.	Sparsh Mishra	0901EE211119	Sparsh Mishra
7.	Naman Sharma	0901EE211073	K Bharadwaj
8.	KUNAL BHARADWAJ	0901EE211066	
9.	Priyanshu	0901EE211083	Priyansh
10.	Anshika Sharma	0901EE211020	Anshika
11.	Riya Mehra	0901EE211097	Riya
12.	Tanay Rathore	0901EE211121	TRathore
13.	Shashank Bhargava	0901EE211103	Shashank
14.	Akash Thapak	0901EE233D02	Akash
15.	Hemant Singh Dhakad	0901EE233D05	Hemant
16.	Aditya Singh Tomar	0901EE221103	A Tomar
17.	Khushi Khandelwal	0901EE221041	Khushi
18.	Radhika yadav	0901EE211086	Ruf
19.	Geetanjali yadav	0901EE211047	G. Yadav
20.	Akshita Mishra	0901EE211013	A mishra
21	Divyanshu Tiwari	0901EE211044	Divyanshu
22.	Sachin Singh Tomar	0901EE211099	Sachin
23.	Sangam Dahare	0901EE211101	Sam
24)	Omkar tiwari	0901EE223D04	Omkar
25)	Ankita yadav	0901ET211008	Ankita yadav