Uka Tarsadia University

SRIMCA-MBA

Report of Workshop Organized on Project Report Preparation

Date: August 1 2024

Venue: Shrimad Hall, SRIMCA-MBA

Time: 9:00 to 11:45

Total No. of Participants: 98 Students of SYMBA Sem. III

Name of the Expert: Dr. Krunal Patel

Profile of Expert: Associate Professor, SRIMCA-MBA

Program Objective: The session aimed to equip students with the essential skills and knowledge required to prepare a high-quality project report, a crucial component of their academic curriculum

Program Outline: A comprehensive session on Project Report Preparation was conducted for MBA Semester 3 students

Program Outcome: Students learn Structuring, writing and editing project report.

Schedule of Events

Time	Activity
9:00- 11:45	Workshop on Project Report Preparation

The primary objective of the workshop was to equip participants with the skills and knowledge required to format project reports effectively using Microsoft Word, ensuring consistency and professionalism in documentation.

The workshop covered following key topics

Introduction to Formatting:
- Importance of a well-formatted project report.
- Overview of Microsoft Word's formatting capabilities.

Essential Formatting Elements:
- Creating a title page.
- Setting up a table of contents.
- Utilizing heading styles.
- Applying page numbers and section breaks.
- Inserting and formatting tables, figures, and captions.

Practical Demonstration:
- Step-by-step guide to applying and modifying styles.
- Using templates for uniformity.
- Automating the creation of a table of contents and lists of figures/tables.

Common Pitfalls and Solutions:
- Avoiding manual formatting errors.
- Proper use of built-in styles and templates.
- Managing section breaks for seamless pagination.

Outcome:

Adoption of Standard Template:

- Participants agreed to use a standardized template for future project reports, ensuring consistency and adherence to formatting guidelines.

Improved Formatting Skills:

- Participants gained practical knowledge and confidence in using Microsoft Word's formatting tools.

Report Prepared by: Dr. Krunal Patel

Date: August 2 2024.