



DEPARTMENT OF COMMERCE AND FINANCIAL STUDIES

BILASPUR VISHWAVIDYALAYA, BILASPUR (C.G.)

Old High Court Building, Near Gandhi Chowk, Bilaspur (C.G.) 495001

E-Mail : hodcommerce@bilaspuruniversity.ac.in Website : www.bilaspuruniversity.ac.in

Title: Workshop on "How to Prepare a Project Report"

Objective:

- To equip students with the necessary knowledge and skills to effectively prepare project reports.
- To provide guidance on the essential components and structure of a project report.
- To enhance students' understanding of the project report preparation process.

Date: September 9th, 2017

The workshop on "How to Prepare a Project Report" aimed to provide students with comprehensive guidance on the process of creating a project report. Dr. Shailendra Kumar Bharal, an esteemed speaker from Govt. Kalidas College, Ujjain (M.P.), delivered an informative session focusing on the essential aspects of project report preparation. Dr. Shailendra Kumar Bharal, an esteemed faculty member from Govt. Kalidas College, Ujjain (M.P.), visited Bilaspur University's Department of Commerce and Financial Studies with the purpose of delivering a comprehensive talk on the topic "How to Prepare a Project Report".

The session attracted a significant audience, with approximately **200 students** from the department attending.

During the session, Dr. Bharal delved into various aspects related to project report preparation. He provided detailed insights into the structure and components of a project report, emphasizing the importance of each section in conveying information effectively. Additionally, Dr. Bharal shared practical tips and strategies to streamline the project report writing process, including techniques for research, data analysis, and presentation.

Furthermore, Dr. Bharal engaged the audience through interactive discussions and real-life examples, encouraging active participation from the students. This interactive approach facilitated a deeper understanding of the intricacies involved in project report preparation and allowed students to clarify their doubts and queries.

Overall, Dr. Bharal's talk proved to be highly informative and beneficial for the attendees, equipping them with valuable knowledge and skills essential for preparing quality project reports. The session not only enhanced students' academic proficiency but also instilled confidence in their ability to undertake and complete projects effectively in their academic and professional endeavors.

Programme Schedule:

Session 1: Introduction to Project Report Preparation

- Speaker: Dr. Shailendra Kumar Bharal
- Venue: Bilasa Auditorium, Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur
- Dr. Bharal commenced the workshop by introducing students to the significance and purpose of project reports, emphasizing their importance in academic and professional settings.

Session 2: Essential Components of a Project Report

- Speaker: Dr. Shailendra Kumar Bharal
- Dr. Bharal provided detailed insights into the essential components that constitute a well-structured project report. Topics covered included project objectives, methodology, findings, conclusions, and recommendations.

Session 3: Practical Tips and Guidelines for Project Report Writing

- Speaker: Dr. Shailendra Kumar Bharal
- Dr. Bharal shared practical tips and guidelines to help students navigate the project report writing process effectively. This session included discussions on formatting, referencing, and presentation techniques.

Outcome of the Programme:

The workshop proved to be highly beneficial for the participants, as they gained valuable insights into the intricacies of project report preparation. Dr. Bharal's expertise and guidance equipped students with the necessary tools to structure and articulate their project reports effectively. It is expected that the knowledge acquired during the workshop will empower students to produce high-quality project reports, thereby enhancing their academic performance and professional capabilities.

Photographs

