**Report on Workshop**

Topic **: How To Write A Project Report**

Organizer : Department of Assamese, Barbhag College

Held on : 16-03-2022

Venue : Conference Hall, Barbhag College

Resource Person: Dr. Khanikar Maut

Assistant Professor, Department of Assamese

Barbhag College

**Workshop Summary**

Reporting and documentation play vital roles in learning and educational sector. Reporting is one of the most challenging skills to acquire. The main objective of this one day workshop was Developing Project writing skill among the students with a scientific approach. The workshop was organized on 16th March, 2022. The workshop was participated by more than 90 students of Barbhag College on the respective day. The workshop was inaugurate by Dr. Satish Chandra Bhuyan, Associate Professor, Dept of Assamese, Barbhag College followed by welcome address of Sharat Mech, Assistant Professor, Dept of Assamese, Barbhag College.

Resource person of the workshop Dr. Khanikar Maut gave his presentation in various aspects of project writing., establish project scope and metrics, Identify Key Stakeholders, framework of Project, develop Projects Assign task and deadline, Project plan adjustment, gather data and its analysis, Matrices of effective Project report writing, develop questionnaire, tools and method of fieldwork etc.

The workshop achieved decent feedback from the students and ended with vote of thanks by Dr. Bipul Kalita, Associate Professor, Dept of Assamese, Barbhag College.

**Participants List**



