

Yashoda Girls' Arts & Commerce College, Nagpur



Short Term Course

Add on Course in Report Writing

Session: 2017-2018

Department of English

Duration: 30 Days

Co-ordinator: Prof. Dr. Amol Raut



Yashoda Girls' Arts & Commerce College

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
NAAC Accreditation B++ with 2. 82 CGPA

Sneh Nagar, Wardha Road, Nagpur. 440015

Brief Report of Activity

Name of Add on Course	Add on Certificate course on Report Writing	
Academic Year of Course	2017-2018	
Organizing Department/ Committee	Department of English	
Duration of the course	1 Month (30 days)	
Number of students Completing the course	38 Students	
Brief Report	Add on Certificate course on Report Writing was undertaken by the department of English for 30 days in which total 38 students of B. A. III were participated. All the students completed the course and also appeared for the examination conducted at the end of the course. They have been given grades. The certificates are also given to them. The duration of the course was from September 2017 to November 2017.	
Number of Beneficiaries:	Students: 38	
Criterion No: I	Metric No: 1.2.1 & 1.2.2	
Signature of Course Co-ordinator	Signature and Stamp of IQAC Co-ordinator	Signature & Stamp of Principal
	 Co-ordinator, IQAC Yashoda Girls' Arts & Commerce College, Nagpur	 PRINCIPAL Yashoda Girls Arts & Commerce College, Sneh Nagar, Nagpur-15

STC-2017-2018- Add on Certificate Course on Report Writing (30 days)- DoE- Letter of Permission from the Principal

Nagpur, Dt. - 20/09/2017

From,
Amol Raut
Department of English

To
The Principal
Yashoda Girls' Arts and Commerce College
Nagpur

Subject: Application for permission to start Add on certificate course on
Report Writing from Academic Session 2017- 2018

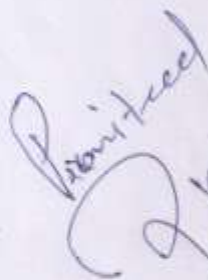
Sir,


As directed in the IQAC meeting, I wish to introduce Add on certificate course in Report Writing from Academic Session 2017- 2018 for B A Part III (Final Year Students). The course will be designed for the duration of one month (30 days) as per the present requirement. It is therefore, requested to kindly grant permission to start the course.

Thanking you,

Yours faithfully,


(Amol Raut)




20/9/2017
PRINCIPAL
Yashoda Girls Arts & Commerce College
Sinh Nagar, Nagpur-14

STC-2017-2018- Add on Certificate Course on Report Writing - DoE- Notice to students

Purushottam Kahaparde Health & Education Society's
Yashoda Girls' Arts & Commerce College
Sneh Nagar, Wardha Road, Nagpur-440015
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Department of English


Add on Course on Report Writing

Add on Certificate Course - Report Writing

Academic Session – 2017 - 2018

The students of B A Part III are hereby informed that Department of English has initiated the **Add on Course on Report Writing for 30 days (one month)** with no entry fee. Those who are interested should enrol their names with the subject teacher of English or on or before **September 20, 2017**. The Add on course on Report Writing will be conducted at 12 noon onwards and the time table in detail will be intimated shortly.


(Dr Amol Raut)
Course Coordinator


(Dr Sharad Sambare)
Principal
Yashoda Girls Arts & Commerce College
Sneh Nagar, Nagpur-14

Add on Course on Report Writing - Academic Session – 2017 – 2018

Syllabus on Report Writing

In today's career, it has become practical; most of the time is spent in reading, writing, understanding or preparing a report. Report writing has become a common practice in a number of fields. In view of that, it is vital for the students to get familiar with the thought of report writing.

Objective:

- Acquaint students with the concepts of report writing.
- Familiarize students with the elements of report.
- Make them learn about the types of report.
- Let students know about the dos and don'ts of report writing.
- Inform students about the various formats for report writing.

Elements of Report Writing

An element means a necessary or typical part of something. As reports vary as per the disciplines, their elements differ as well. Broadly speaking, a report can be either informal or formal.

Elements of Informal Report:

An informal report generally consists of the elements like:

1. Introduction, 2. Discussion and 3. Conclusions and recommendations.

Introduction presents the general problem first, so that the readers can understand the context. Then the specific question arising from the problem that you will be dealing with is stated. Lastly, it explains the purpose of the report and its expected results. The introduction to an informal report is short. It is presented in two to three sentences. Discussion is the longest part of such a report since this contains the major information. Here the findings are presented clearly and briefly, in an appropriate method with the help of lists, tables, charts, etc. with sufficient explanations. Generally, the information is presented in descending order of importance, in order that the most important information will be read first. Conclusions should remind the reader what actions require to be taken. However, recommendations are optional elements of an informal report. It is up to the policy of the organization to present the recommendations in informal reports.

Types of Reports

There are several types of report. Reports are used in different professions and fields, and there are various types of reports varying according to the purpose. Hence, now we are going to look at different types of report writing. The reports can be classified on various bases such as formality, frequency, function, nature of the subject.

Types of Reports on the Basis of Formality:

On the basis of formality a report can be either informal or formal.

a. Informal Report:

This report is normally in the form of a person to person communication. A memo, letter or a very short document like a monthly financial report, research and development report are informal reports. Such reports convey the necessary information informally. Sales reports, lab reports, progress reports, and service reports are some examples of this kind reports. It necessarily does not follow any format. It is written according to organization style and has limited readers in the organization. Informal reports are more conversational in tone.

b. Formal Report:

A formal report has a prescribed form. It is the collection and interpretation of data. Mostly it is a written account of a major project. A formal report is complex and is used at official level. It is informational, analytical and is used to make recommendations. The formal reports include information about new technologies, the advisability of launching a new project line, results of a study or experiment, an annual report or a year old review of developments in the field. It can be statutory.

Types of Reports on the Basis of Frequency:

On the basis of frequency of submission there can be:

a. Periodic/ Routine Reports:

These reports are submitted at regular intervals in the normal course of business. They can be presented annual, six monthly, monthly, fortnightly, weekly, or even daily. In fact, these reports are just statements of facts and do not make any recommendations or express any opinion. Progress reports, monthly sales report, daily reports and others are routine reports.

b. Special Reports:

As the name indicates, the special reports are related and generated for a special situation. They are about non-recurrent issues. Special reports are generated by an individual or a committee that is appointed to investigate the situation and present its findings. They suggest the management to take decisions. First Investigation Report (FIR), Project report, Feasibility study report are some of the examples of special reports.

2.1.1.1 Types of Reports on the Basis of Function:

The reports have purpose. They can be classified as below on the basis of the function:

a. Informative Report:

The reports that present the facts and information about an issue or situation are informative reports. For instance, a report presenting sales figures for a month is an informative report.

b. Interpretive Report:

In such reports the facts are analyzed and conclusions and recommendations are suggested to solve the problem. It is also called the analytical report. e.g. the report on the causes on the decrease of sales during a particular period.

Types of Reports as per Nature of their Subject:

Reports are generated as per the subject they deal with. The nature their subject determine the structure and content of reports. As per the nature of their subject, there can be:

- a. Fact finding reports
- b. Performance report
- c. Problem determining report
- d. Technical report.

The following diagram presents the types and sub-types of report:

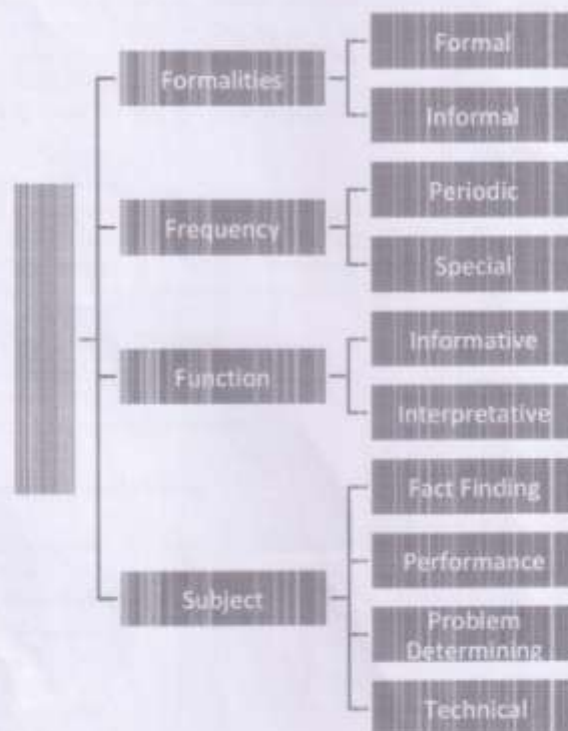


Figure No.1: Types of Report

Dos and Don'ts of Report Writing

A report is the formal written document of a practical experiment, project or research investigation. It has clearly defined sections presented in a standard format, which are used to tell the reader what is done, why and how it is done and what is found. The purpose of report writing is to communicate the work we have done to the readers. Subsequently, there are some dos and don'ts in report writing that ease the communication.

Do's:

- Structure the report appropriately.
- Arrange the report in different sections and sub-sections.
- Organize the report in paragraphs.
- Label the graphical elements clearly and appropriately.
- Maintain objectivity in presenting the facts.
- Put the graphical elements on the similar page where they are referred.
- Use appropriate vocabulary with correct spelling.
- Be grammatically correct.

Don'ts:

- Don't use too long and too complex sentences.
- Don't be subjective in presenting the facts and findings.
- Don't repeat the same word at short intervals.
- Don't overload graphs.
- Don't allow spelling and grammar mistakes.

Formats for Report Writing

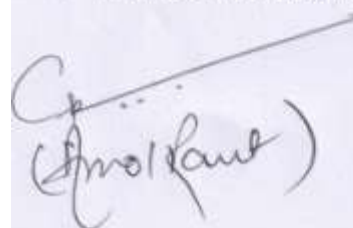
Report structures can vary between disciplines and audiences but the structure needs to support the key message. The format for writing reports may vary as per need of type of the report and the discipline in which the report is being written. Broadly speaking, the informal and formal report follows the following rough formats:

Format for Informal Report Writing:

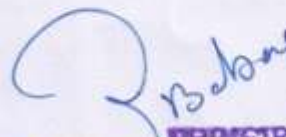
- Introduction
- Discussion
- Recommendations and reference

Format for Formal Report Writing:

- Title
- Abstract/Executive Summary
- Introduction
- Method/Methodology
- Findings/Results
- Discussion
- Conclusions
- Recommendations
- Appendices
- Bibliography/References


(Principal)

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PRINCIPAL
Yashoda-Oiris Arts & Commerce College
Sneh Nagar, Nagpur-15

Purushottam Kapharde Health & Education Society's
Yashoda Girls' Arts & Commerce College

Sneh Nagar, Wardha Road, Nagpur-440015
Accredited 'B++' with 2.92 CGPA for First Cycle by NAAC

Department of English

Add on Course on Report Writing

**Add on Course on Report Writing - Academic Session – 2017 –
2018**

S No	Name of the Students
1.	AFREEN JAHAN JIBRAIL KHAN
2.	ANJALI ASHOK KADHIKHAYE
3.	ASHWINI DHNYANESHWAR SHINDE
4.	BHARTI MAHESH HARANKHEDE
5.	BHAVANA SUDHAKAR DHURVE
6.	DIKSHA BABAN THUL
7.	DIKSHA SURESH WASEKAR
8.	DIPALI VINOD LINGAYAT
9.	GAYATRI BABAN LAXANE
10.	HEMLATA DHANRAJ CHOUHAN
11.	KIRAN GHANSHYAM GABHANE
12.	LAXMI ASANNA HADPE
13.	MEENA PARASRAMJI JAMBHULKAR
14.	MINAL DINESH KSHIRSAGAR
15.	MONALI AVINASH KALSARPE
16.	MUBASHARA KHATOON
17.	NAZNEEN BANO HAMEED KHAN
18.	PALLAVI DURGAPRASAD SAKHARE
19.	PALLAVI MALKHAN SALAME
20.	POOJA ASHOK JUMDE
21.	POOJA BHASKAR ZARE
22.	POOJA JIYALAL KANOJIYA
23.	POOJA RAHUL WASNIK
24.	POOJA SUKHCHARAN BAHESHWAR

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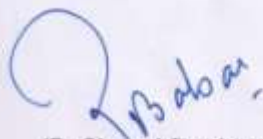
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Department of English

Add on Course on Report Writing

	POURNIMA BRIJLAL RAUT
26.	POURNIMA GHANSHYAM GABHANE
27.	RAJANI MAHADEV KACHEWAR
28.	REAMTEELA RAGHUVIR KAUSHIK
29.	REKHA SITARAM AMBAGDE
30.	RIZWANA TABASSUM ANSARI
31.	RUPALI NARENDRA BOBDE
32.	SAVITA MERSING VISHVAKARMA
33.	SHAHEENA PARVEEN M. SIRAJ
34.	SHALU KISNA PATIL
35.	SINDHU DEVRAO SARVE
36.	UZMA KAUSAR ANSARI
37.	VAISHALI DEEPAK TANTRAPALE
38.	YOGITA PURUSHOTTAM NAGEL


(Dr Amol Raut)
Course Coordinator


(Dr Sharad Sambare)
Principal
Yashoda Girls Arts & Commerce College
Sneh Nagar, Nagpur-15



Purushottam Khaparde Health & Education Society's

Yashoda Girls' Arts & Commerce College, Nagpur



Recognized by Government of Maharashtra Affiliated to RTM Nagpur University, Nagpur
SNEH NAGAR, WARDHA ROAD, NAGPUR - 440 015. (M.S.) INDIA

Tel : 0712-2290637 Fax No.: 0712- 2290368 Website : www.yashodagirlscollege.edu.in Email : ygc.ngp@rediffmail.com

YGC No./

Date _____

Department of English

Add on Course on Report Writing

Add on Course on Report Writing – Academic Session – 2017-2018

List of students enrolled for the Add on course – Report Writing

Sr.No	Name of the Students	Signature of the students
1	AFREEN JAHAN JIBRAIL KHAN	<i>Afreen</i>
2	ANJALI ASHOK KADHIKHAYE	<i>Akashikhaye</i>
3	ASHWINI DHNYANESHWAR SHENDE	<i>Ashvini shinde</i>
4	BHARTI MAHESH HARANKHEDE	<i>Bharti Harankhede</i>
5	BHAVANA SUDHAKAR DHURVE	<i>Bhuvare</i>
6	DIKSHA BABAN THUL	<i>Diksha</i>
7	DIKSHA SURESH WASEKAR	<i>Sureshkar</i>
8	DIPALI VINOD LINGAYAT	<i>D.V. Lingayat</i>
9	GAYATRI BABAN LAXANE	<i>G.B. Laxne</i>
10	HEMLATA DHANRAJ CHOUHAN	<i>Hemlata D. Chauhan</i>
11	KIRAN GHANSHYAM GABHANE	<i>R. Gabhane</i>
12	LAXMI ASANNA HADPE	<i>Laxmi Hadpe</i>
13	MEENA PARASRAMJI JAMBHULKAR	<i>Meena Jambhulkar</i>
14	MINAL DINESH KSHIRSAGAR	<i>M.D. Kshirsagar</i>
15	MONALI AVINASH KALSARPE	<i>Monali Kalsarpe</i>
16	MUBASHARA KHATOON	<i>Mubashara Khatoon</i>
17	NAZNEEN ABANO HAMEED KHAN	<i>Nazneen</i>
18	PALLAVI DURGAPRASAD SAKHARE	<i>P. Sakhare</i>
19	PALLAVI MALKHAN SALAME	<i>P. Salame</i>
20	POOJA ASHOK JUMDE	<i>P. Jumde</i>
21	POOJA BHASKAR ZARE	<i>P. Zare</i>





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YGC No./

Date _____

Department of English

Add on Course on Report Writing

Add on Course on Report Writing – Academic Session – 2017-2018

List of students enrolled for the Add on course – Report Writing

Sr.No	Name of the Students	Signature of the students
22	POOJA JIYALAL KANOJIYA	<i>Pooja</i>
23	POOJA RAHUL WASNIK	<i>Pooja</i>
24	POOJA SUKHACHARAN BAHESHWAR	<i>Pooja Baheshwar</i>
25	POURNIMA BRIJLAL RAUT	<i>B. Raut</i>
26	POURNIMA GHANSHYAM GABHANE	<i>P. Gabhane</i>
27	RAJANI MAHADEV KACHEWAR	<i>R. Kachewar</i>
28	REAMTEELA RAGHUVIR KAUSHIK	<i>R. Kaushik</i>
29	REKHA SITARAM AMBAGDE	<i>R. Ambagade</i>
30	RIZWANA TABSSU, ANSARI	<i>Rizwana</i>
31	RUPALI NARENDRA BOBDE	<i>R. Bobde</i>
32	SAVITA VEERSING VISHVAKARMA	<i>Savita</i>
33	SHAHEENA PARVEEN SIRAJ	<i>S. Siraj</i>
34	SHALU KISNA PATIL	<i>Shalu</i>
35	SINDHU DEVRAO SARVE	<i>Sindhu Sarve</i>
36	UZMA KAUSAR ANSARI	<i>Uzma</i>

(Dr. Amol Raut)
Course Coordinator



(Dr. Sharad Sambare)
Principal

Yashoda Girls' Arts & Commerce College,
Sneh Nagar, Nagpur-440015

Purushottam Kichapande Health & Education Society's

Yashoda Girls' Arts & Commerce College

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Department of English

STC Question Paper- Report Writing

All Questions are compulsory

Q.1 Choose the correct answer from the given options- 25M

- 1) **A report is**
 - a) an essay.
 - b) a description.
 - c) a well-organized purposeful document.
 - d) a narration.
- 2) **A report is result of**
 - a) decisions.
 - b) planning.
 - c) ideas used to carry out the project.
 - d) the researches, analysis, and investigations.
- 3) **Generally, a report is about a**
 - a) future planning.
 - b) practical experiment, project or research investigation.
 - c) company's achievement.
 - d) person's goal.
- 4) **An organization plans its future course of action**
 - a) on the basis of the feedback offered in a report.
 - b) as per the resolution passed.
 - c) according to the chairman's decisions.
 - d) as per its abilities.



- 5) A logical presentation of facts and information is called
- a) a letter.
 - b) an idea.
 - c) a document.
 - d) a report.
- 6) The reports are used to
- a) get joy.
 - b) pass time.
 - c) to assess progress and plan future action.
 - d) to get knowledge.
- 7) Reports provide.....to an organization to guide its future course of action.
- a) bibliography
 - b) feedback
 - c) authority
 - d) plans
- 8)of an informal report is short.
- a) Introduction
 - b) Conclusions
 - c) Title
 - d) Discussion
- 9) Introduction of an informal report presents first
- a) the plan
 - b) the objectives.
 - c) the general problem.
 - d) the conclusions.



- 10)..... is the longest part of an informal report.
- a) The introduction
 - b) The discussion
 - c) The conclusion
 - d) The interpretation
- 11) **Name of the company is given in the.....of the report.**
- a) title page
 - b) abstract
 - c) findings
 - d) appendices
- 12) **Abstract of the report should be written**
- a) in the beginning.
 - b) after completing the report.
 - c) in the middle.
 - d) after the recommendations.
- 13) **The objectives and hypotheses of the research are presented in the of the report.**
- a) title page.
 - b) abstract
 - c) findings
 - d) introduction
- 14).....method is called the quasi-experimental.
- a) Observational
 - b) Experimental
 - c) Opinion based
 - d) Research



- 15) **Appendices of a report include**
- a) methods.
 - b) the questionnaires, surveys, etc.
 - c) conclusions.
 - d) recommendations.
- 16) **..... is a brief summary of findings of a report.**
- a) Bibliography
 - b) Appendices
 - c) Findings
 - d) Conclusions
- 17) **In.....of a report suitable changes and solutions are given.**
- a) the conclusions
 - b) the abstracts
 - c) the recommendations
 - d) the findings
- 18) **..... is an informal report.**
- a) A survey report
 - b) An annual report
 - c) A project report
 - d) A sales report



- 19) **The informal report is more... in tone.**
- a) scientific
 - b) formal
 - c) conversational
 - d) impersonal
- 20) **Lab reports and service reports are reports.**
- a) formal
 - b) informal
 - c) long
 - d) informal and routine
- 21)**is long and complex.**
- a) An informal report
 - b) A formal report
 - c) A service report
 - d) A lab report
- 22)**report can be statutory.**
- a) A formal
 - b) A progress
 - c) A sales
 - d) An informal



- 23) A report is intended to communicate _____ to the readers.
- a) our ideas
 - b) the work we have done
 - c) the thoughts
 - d) our emotions and feelings
- 24) While writing a report, it is necessary to maintain
- a) objectivity.
 - b) subjectivity.
 - c) good things.
 - d) nature of subject.
- 25) A report should not have
- a) graphs.
 - b) diagrams.
 - c) charts.
 - d) spelling and grammar mistakes.

Q.2 Answer the following question in short **5 M**

1. What is a report?
2. What is the meaning of the reports?
3. What is the importance of reports?
4. Write in short the types of reports?
5. What are the elements of a formal report?

Q.3 Answer the following question in about 50 words **15 M**

1. What do you understand by business report and academic report?
2. Write the various types of reports on business
3. Describe Investigative Reports. Which format will you prefer for this report?

Q.4 Write short note on - Courtesy or Adaptability **5 M**



Q. Inba
PRINCIPAL
Yashwantrao Chavan Arts & Commerce
Bach Nagar, Nagpur-19

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Department of English

Add on Course on Report Writing

**Add on Course on Report Writing - Academic Session – 2017 –
2018**

Score Sheet – Grade Obtained

S No	Name of the Students	Obtain Grades
1.	AFREEN JAHAN JIBRAIL KHAN	B
2.	ANJALI ASHOK KADHIKHAYE	B
3.	ASHWINI DHNYANESHWAR SHINDE	A
4.	BHARTI MAHESH HARANKHEDE	B
5.	BHAVANA SUDHAKAR DHURVE	B
6.	DIKSHA BABAN THUL	A
7.	DIKSHA SURESH WASEKAR	A
8.	DIPALI VINOD LINGAYAT	A
9.	GAYATRI BABAN LAXANE	A
10.	HEMLATA DHANRAJ CHOUHAN	A
11.	KIRAN GHANSHYAM GABHANE	A
12.	LAXMI ASANNA HADPE	B
13.	MEENA PARASRAMJI JAMBHULKAR	B
14.	MINAL DINESH KSHIRSAGAR	A
15.	MONALI AVINASH KALSARPE	A
16.	MUBASHARA KHATOON	B
17.	NAZNEEN BANO HAMEED KHAN	B
18.	PALLAVI DURGAPRASAD SAKHARE	B
19.	PALLAVI MALKHAN SALAME	A
20.	POOJA ASHOK JUMDE	B

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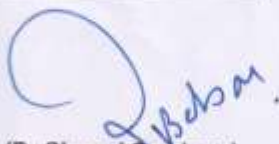
Add on Course on Report Writing - Academic Session – 2017 – 2018

Score Sheet – Grade Obtained

21.	POOJA BHASKAR ZARE	A
22.	POOJA JIJALAL KANOJIYA	B
23.	POOJA RAHUL WASNIK	A
24.	POOJA SUKHCHARAN BAHESHWAR	B
25.	POURNIMA BRIJLAL RAUT	A
26.	POURNIMA GHANSHYAM GABHANE	B
27.	RAJANI MAHADEV KACHEWAR	B
28.	REAMTEELA RAGHUVIR KAUSHIK	A
29.	REKHA SITARAM AMBAGDE	A
30.	RIZWANA TABASSUM ANSARI	A
31.	RUPALI NARENDRA BOBDE	A
32.	SAVITA MERSING VISHVAKARMA	B
33.	SHAHEENA PARVEEN M. SIRAJ	A
34.	SHALU KISNA PATIL	B
35.	SINDHU DEVRAO SARVE	B
36.	UZMA KAUSAR ANSARI	A
37.	VAISHALI DEEPAK TANTRAPALE	A
38.	YOGITA PURUSHOTTAM NAGEL	A

Total students benefitted 38


(Dr Amol Raut)
Course Coordinator


(Dr Sharad Sambare)
Principal
Yashoda Girls Arts & Commerce College
Sneh Nagar, Nagpur-15



Purushottam Khaparde Health & Education Society's

Yashoda Girls' Arts & Commerce College, Nagpur



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YGC No. /

Date _____

A Report on Certificate Course Conducted on Report Writing (September 28 to December 22, 2017)

The Department of English organized a Short Term Course -Certificate Course on Report Writing for students of B. A Part III under the initiative of IQAC for 30 days. The objective of this course was to apply basic knowledge and acquaint students with the concepts of report writing and make them familiarize with the elements of report. The students were evaluated on hands on activities and also some practical such as on e-mail composition. All the students successfully completed the course during the period September 28 to December 22, 2017. The lectures are delivered by Dr Amol Raut, Dr. Vinita Hinge and Dr Shailesh Bahadure. The topics were covered as per the syllabus designed by the committee. The course was delivered through lecture and useful sessions. The students were assessed on their sample report writing and group discussion sessions.

Course Outcomes:

- The students exhibited a sense of satisfaction as they are able to write reports of various types such as news report, event report as well as report in the form of e-mail.
- They got the complete idea of the structure of the different reports.
- The confidence level of students with respect to the report writing was very high at the end of the course.
- The phobia identified among the students with respect to the report writing was vanished.



PRINCIPAL
Yashoda Girls Arts & Commerce Collc,
Sneh Nagar, Nagpur-15

STC-2017-2018- Add on Certificate Course on Report Writing –DoE- Certificates

 Purushottam Khaparde Health & Education Society, Nagpur
Yashoda Girls
Arts & Commerce College
Sneh Nagar Nagpur 440015

Internal Quality Assurance Cell

Certificate

Awards this certificate to

Ku Pooja Rahul Wasnik Class BA part II

on satisfactory completion of the 30 Days Add on Course on Report Writing run by Department of English of this institution during the Academic Session 2017 - 2018 as per the direction of Internal Quality Assurance Cell from Sept. 29, 2017 to Dec. 22, 2017 she passed the examination in grade A

 Course Co-ordinator

 IQAC Coordinator

 Principal



Purushottam Khaparde Health & Education Society, Nagpur
Yashoda Girls
Arts & Commerce College
Sneh Nagar Nagpur 440015

Internal Quality Assurance Cell

Certificate




Awards this certificate to

Ku Anjali Ashok Kadhikar Class B A part IIA
on satisfactory completion of the 30 Days Add on Course on Report Writing run by Department of English of this institution during the Academic Session 2017-2018 as per the direction of Internal Quality Assurance Cell from September 28, 2017 to December 22, 2017. She passed the examination in grade B


Course Co-ordinator


IQAC Coordinator


Principal



Purushottam Khaparde Health & Education Society, Nagpur

Yashoda Girls
Arts & Commerce College
Sneh Nagar Nagpur 440015

Internal Quality Assurance Cell

Certificate



Awards this certificate to

Ku Uzma Kausar Ansari Class BA part III

on satisfactory completion of the 30 Days Add on Course on **Report Writing** run by **Department of English** of this institution during the Academic Session 2017-2018 as per the direction of Internal Quality Assurance Cell from Sept. 28, 2017 to Dec. 22, 2017 She passed the examination in grade A


Course Co-ordinator




IQAC Coordinator


Principal