

**Anand Institute of Management**  
**A Report on workshop on “How to write a Good Project Report”**

**Organized on:** 14<sup>th</sup> May, 2020

**Speaker:** Dr. (Prof.) Bindiya Soni

Anand Institute of Management had organized a workshop on “How to write a Good Project Report” on 14<sup>th</sup> May, 2020. The aim of organizing such workshop was to guide students from various streams who faces problems while making a project report. A project report is an extremely important aspect of a project. It should be properly structured and appropriate information should be presented in the report.

The objectives of this workshop was to make students aware from essential aspects of a report, starting from selecting a good topic, Research Methodology, using several software, writing conclusion and much more.

The workshop started at 10:00 A.M. by giving general information about MBA programme. Firstly, Dr. (Prof.) Bindiya Soni shared her view behind arranging such workshop for gratifying the need of students. With a help of PowerPoint Presentation, she explained all the aspects of a good project report. Madam explained the common errors which should be avoided by the students while preparing a report. The Importance of acknowledgement, Preface, Executive Summary, Tables, Literature Reviews, Research Methodology, findings, conclusion and bibliography etc. were intensely explained through live examples during the online session.

The workshop was well-received by the participants. This Initiative brought together experts and the practitioners, to share insights, to gather information and to provide a space for question and answer. Many interested students approached Dr. Bindiya Soni for their doubts in the Q&A Session.

The number of views on the video received were more than 270. The session was also appreciated in the comments section by students from different colleges. All such actions have encouraged the team at Anand Institute of Management to consider more of such sessions in near future that can benefit the existing and prospective students.

**HOW TO PREPARE A GOOD PROJECT REPORT**

**Common errors to be avoided**

- Acknowledgement
- Preface and Executive Summary
- Table of Content (page Numbers)
- Index for Tables
- Index for Figures
- All the tables are to be titled with numbers
- Source of information should be written below the table
- All figures are to be named and numbered below the figure (Example on the next slide)

Call for MBA Admission:  
02692 269977  
91062 75015

**LIVE ANAND INSTITUTE OF MANAGEMENT**

**Anand Institute of Management** ૧૭૭૧  
સદી.  
· 13 મે ·

**How to Prepare a Good Project Report**

How to Prepare a Good Project Report

247 વખત જોવાઈ

Anjna Sodha, Sagar Vaghela, Dixita પાટેલ સીધી વધુ અનુરૂપ  
Patel અને 41 અન્ય ને આ ગમ્યું.

માઇક્રોસ્ટોન અનુભવથી

**Niranjan Rajpurohit** 0:00 Thank you mam...

There are a lot of doubts in our mind that how to make a good project report. How to start the project and what should we keep in mind while choosing data, contents and so on. Extra details we didn't know, but through your live session, we have learnt new things. Once again Thank you ma'am for taking the time.

૨૬ મે ૨૦૨૩

<https://www.facebook.com/AIMRKSM/videos/1571531283003010/>

Prepared by: Asst. Prof. Megha Patel