

SRIMCA-MBA, Uka Tarsadia University Organized an Expert Session on “How to prepare a Project Report?”

Name of the Resource Person: Dr. Rajiv Shah

Designation/ Affiliation: Reliance Industries, Hazira - Surat

Participants (Class, Sem., Number): SYMBA – Finance, Marketing and HR

Date: 18.09.2021

Time & Duration: 9:30 am – 11:30am

Coordinator: Dr. Swapnil Chaurasia

Venue: C-105

An expert session on ‘How to prepare a project report?’ was conducted by SRIMCA-MBA for SYMBA students to provide them detailed insights about preparing their project report for the subject Organizational Functional Study as a part of their academic curriculum. The session was conducted by Dr. Rajiv Shah, Sr. Manager HR for Reliance Industries highlighting different areas of concerns for final report drafting. The key highlights of the session were indenting, hyperlinking, preparing automated table of content, section breaks, making table of figures, charts and tables & page layout structuring. The session concluded with a question and answer round in which doubts and issues of students pertaining to report writing were discussed using hand on exercises.

