

Dr. Krunal Patel, I/c Director, SRIMCA-MBA delivered a talk on “Project report preparation using MS Word” on 20.7.2022.

Name of the Resource Person: Dr. Krunal Patel

Designation/ Affiliation: I/C Director, SRIMCA-MBA

Participants: MBA Sem. III Students

Date: 20.07.2022

Time & Duration: 8:30 to 10:00 AM

Venue: C-105

A Project report preparation by visiting an industry gives a wide perspective to the students. In order to give an industry exposure, students were sent for a month long project on Organizational functional study. Students were asked to collect and prepare a project reports on different organization functional departments. In order to prepare a good project report, Dr. Krunal Patel, delivered a talk on How to prepare project report using MS word. In his talk, he covered various topics like, Margin, Indentation, alignment, different styles, section break, page break, page numbering, insertion of automatic table of content, list of tables, list of figures etc. The session was ended by question & answer in which he solved the queries of students.

