SHARDA UNIVERSITY
Beyond Boundaries

School of Pharmacy

Collaboration with IQAC

organizes

Training Session on

TECHNICAL PRESENTATION WRITING

SPEAKER

Dr. Hoor Fatima
Ph.D. (CES) Assistant Professor in
CSE Department, Sharda University

CONVENER

Prof. Mathew George
Dean,
School of Pharmacy

CO-CONVENER

Prof. (Dr.) Anubha Vashisht
Dean, School of Humanities
& Social Sciences

INCHARGE

Dr. Saroj Ydav

CO-ORDINATOR

Dr. Preeti Singh

Mr. Arun Kumar

Ms. Divya Girdhar

28th July 2021 | 10:00 AM to 11:00 AM | GMeet

Google Meet Link: https://meet.google.com/rfq-nbif-oof

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EVENT COMPLETION REPORT

Please prepare the report signed by the program Secretariat/Program coordinator within 10 days of event completion for record. Reports should be 2-4 pages.

SECTION A: Event Detail

Event title:	Workshop"Technical Presentation Writing" 28th July 2021		
Starting date of event:	28.07.2021	**Duration of Event (in days)**	01
Name of the event organizing School/Plat form	School of Pharmacy/Google meet		
Name of the event organizing Department	SOP		
Sponsor of the Event (Sharda University in case of internal sponsorship)	Sharda University		
Committee Members:	**Convener** **Co-Convener**	Prof.(Dr.) Mathew George(Dean SOP) Dr.Anubha Vashist (Director of IQAC)	
	Incharge	Dr. Saroj Yadav	
	Coordinator	• Dr. Preeti Singh • Mr. Arun Kumar • Dr. Divya Girdhar	
Chief Guest/ Guest of Honor with affiliation (If any)		Email: NA Contact No:	
Name of Speaker/s with affiliation (If any)		• **Dr. Hoor Fatima**, Ph.D. (CSE) Assistant Professor in CSE Department, Sharda University • **Email: hoor.fatima@sharda.ac.in**	
		Contact No: 8860900442	

1. Event objectives-

- To obtain the Technical Presentation Writing
- To identify the names and functions of the PowerPoint interface.
- To learn about Create slide presentations that include text, graphics, animation, and transitions.
- To Create an Advance version of Power Point presentation.

2. Event description

The event was organized on the 28th July 2021,Wednesday with the theme "Technical Presentation Writing". The students and faculty members of school of Pharmacy, Sharda university were invited to participate .This event basically for the Acquiring technical writing skills means the need to accurately communicate thoughts, ideas, information, and messages in writing; and create documents such as letters, directions, specifications, manuals, reports, presentations, graphs, flow charts, etc. All the participants received the certificate of paprticipation.

3. Participants (compulsory for events):

S. No	Total Participants	Number of Male	Number of Female
1	20	7	13

4.   Budget distribution from University/any other agency:

NA

5.   Appendices

Please attach the following details in the report (DON'T SEND ANY OTHER ATTACHMENTS)

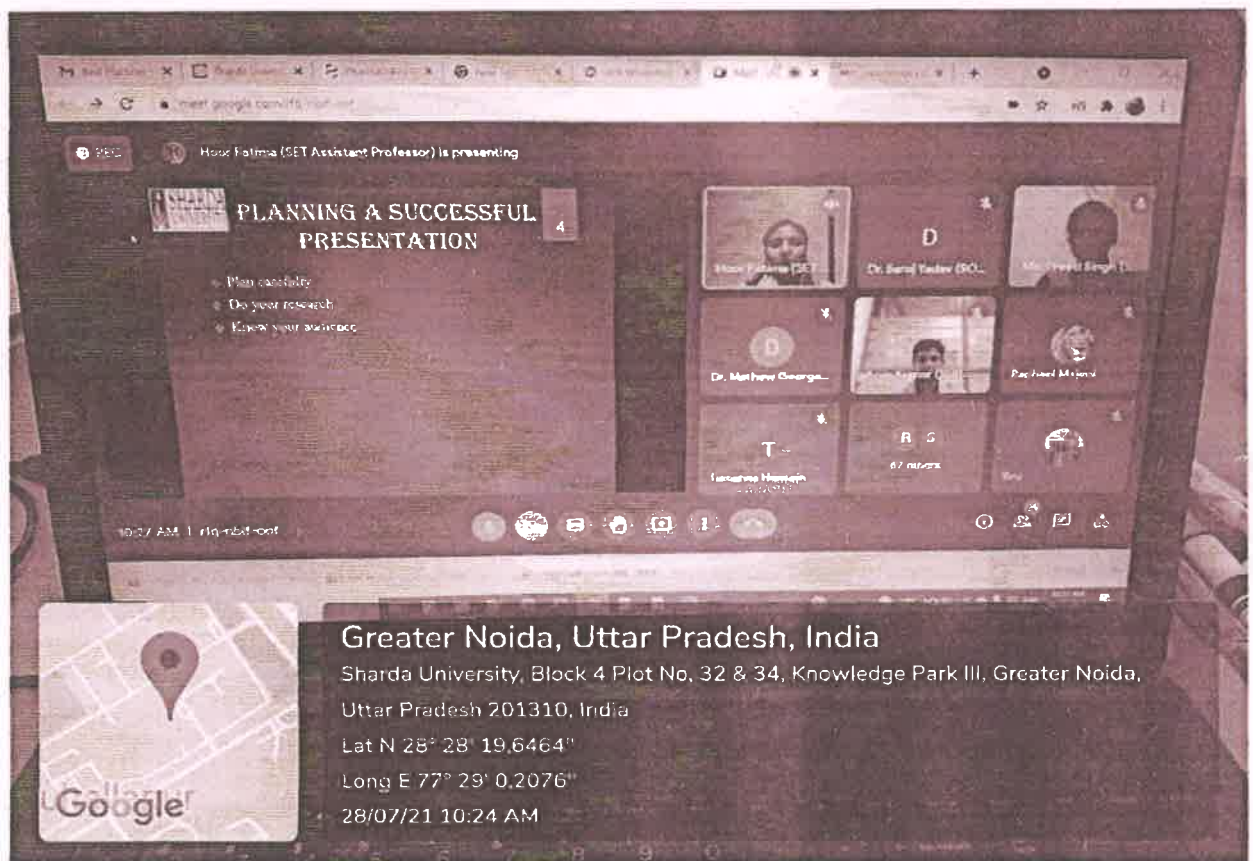Note that the participant contact list is a mandatory requirement .

✓	Appendices
1	Participant contact list:
2	Participants feedback on the organized program.
3	Event Agenda-
4	Photos of the events
5	Web sites link (If created)
6	Other information (If Any)

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List of participants Training session held on 28th July 2021

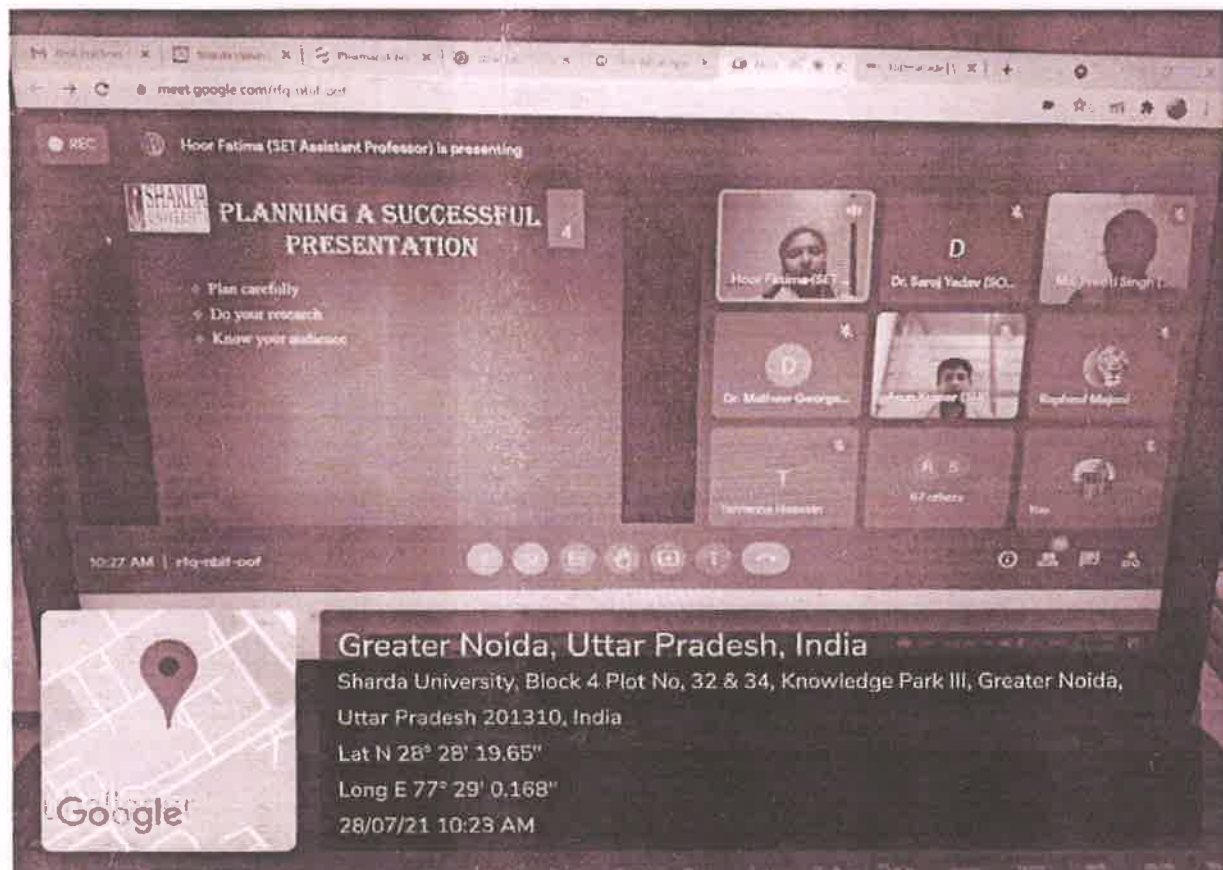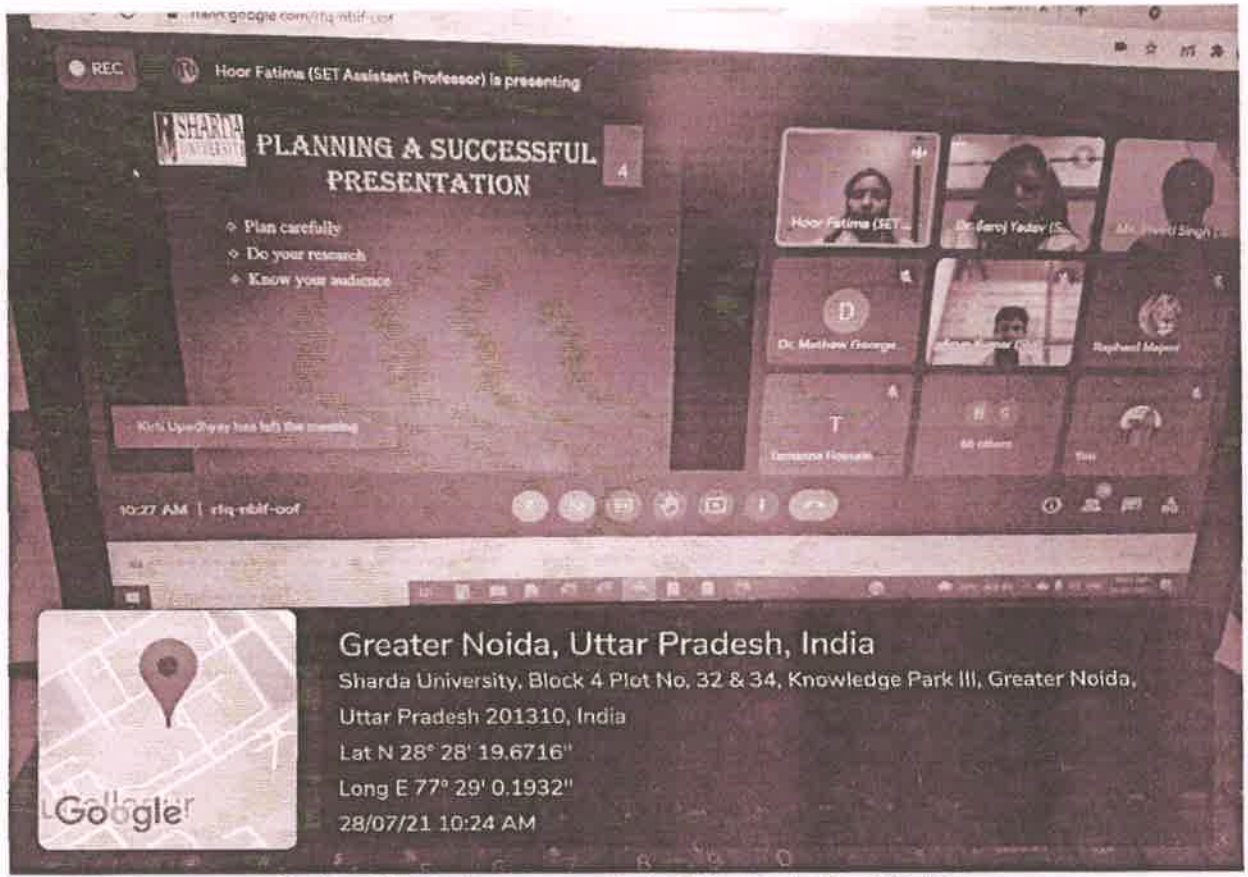| S.No	Deptt	NAME	Designation
1.	SOP Dean	Prof.(Dr.) Mathew George	Dean
2.	SOP	Dr. Lincy Joseph	Professor
3	SOP	Dr Nayyar Parvez	Professor
4	SOP	Dr. Gunjan Singh	Astt.Professor
5	SOP	Mr. Arun Kumar	Astt.Professor
6	SOP	Ms. Vandana	Astt.Professor
7	SOP	Ms. Hema Arya	Astt.Professor
8	SOP	Dr. Sweta Bawari	Astt.Professor
9	SOP	Ms. Richa Tiwari	Astt.Professor
10	sop	Dr. Shobhit Srivastav	Astt. Professor
11	SOP	Dr. Preeti Singh	Astt.Professor
12	SOP	Ms. Sanchita Ghosh	Astt.Professor
13	SOP	Dr. Saroj Yadav	Associate Professor
14	SOP	Dr. Sandeep Kumar Shukla	Astt.Professor
15	SOP	Ms Arti kumari	Astt.Professor
16	SOP	Ms Karishma	Lab Assistant
17	SOP	Ms Anupam	Lab Assistant
18	SOP	Mr. Ratnesh	Lab Assistant
19	SOP	Mr. Jaswant	Lab Assistant

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Photographs:

Online workshop on Technical presentation writing

Session Presented by Dr.Hoor Fatima (Assistant Prof., SET)

Online Workshop on Technical Presentation Writing